The WHS act 2011 specifies responsibilities of a person conducting a business or undertaking. The activity noted in this permit form has been identified by BCEC as high risk, and as such we require additional information prior to the activity being approved.

We require that you as the event organiser, contractor or exhibitor complete the sections of this permit form applicable to you and submit it to BCEC at **least 14 days prior** to the commencement of the event.

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| **Context**  |
| Certain food related activities have inherent hazards, such as air quality pollution, smoke, the use and storage of gases for cooking, naked flames, and other heat sources.BCEC classifies these activities as High Risk, and the activity must be assessed for each event on a case-by-case basis, prior to approval being given for the activity to take place.**Note – For Food Truck use a separate standalone permit applies.**  |

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| **Mandatory Requirements** |
| Any request to conduct food cooking activities must be lodged with your Event Planning Manager at least 14 days from the commencement of your event. Any Food Sampling must comply with the venue’s guidelines. Please submit a Food & Beverage Sampling Request Form. The use of naked flames, LP gas or flammable liquids is prohibited without prior notice and approval.* The use of LP gas cylinders indoors will be avoided wherever possible.
* Cooking is only permitted indoors in the Exhibition Halls.
* The display of licenses or permits as per local regulations applies.

**GAS*** The installation use and storage of LP gas appliances for shall comply with current Acts and Regulations and Standard AS/NZS 1596:2014 *The Storage and Handling of LP Gas* and be used and positioned only with the approval of the BCEC Safety Department.
* One gas cylinder only per appliance, fixed piping, or gas hose not less than one metre long will connect cylinders.
* The cylinder, its regulator and valves shall be inaccessible by the public and protected against accidental damage and securely fixed to prevent the cylinder from falling over.
* A licensed person as defined in the Petroleum and Gas (Production and Safety) Act 2004 will perform all gas fitting work. See also <https://www.qbcc.qld.gov.au/gasfitting>
* Cylinders will be tested, approved for use and stamped as per AG 601
* A minimum of 4kg CO2 or 4kg dry chemical fire extinguisher is to be provided for each appliance using LP gas by the event organizer or exhibitor.
* Requirements of QFES must also be adhered to <https://www.fire.qld.gov.au/>

**AIR QUALITY MONITORING. EXHAUSTS AND EQUIPMENT**BCEC will monitor the air quality of your event space during cooking. Where air quality is determined to pose a risk to persons in the space, BCEC reserves the right to implement mitigation strategies at any time to reduce air quality hazards. This includes opening Bi Fold Doors in exhibition halls to allow for proper ventilation if deemed necessary.Commercial or high-volume cooking regardless of equipment used will require air filtration / exhaust.* Gas Smokers require an exhaust and air filtering system installed.
* A domestic bench top fryer up to 5L does not require air filtration / exhaust.
* Deep fryers over 5L, multiple fryers and / or high-volume frying applications require air filtration / exhaust.
* For ovens, exhaust is not required unless the cooking is likely to generate significant or prolonged smoke. For example, high heat charring or crackling.
* Ovens must be rated for indoor use.

**GENERAL*** Signage advising person of a hot surface must be displayed adjacent to any cooking surface.
* No food preparation equipment, including hot surfaces are to be left unattended when in use.
* All sharp implements are to be kept out of reach of attendees at all times.
* Food safety standards must be adhered to at all times, including hygiene, cleans and sanitation.
* No fats or oils may be poured into the venue’s drainage system.
* All items used in cooking with fats or oils must be disposable or washed off site.
* All council or other legislative permit requirements are the responsibility of the organizer/exhibitor.
* All spills are to be cleaned immediately; non-slip and protective flooring must be used in cooking area.
* Naked flames and hot surfaces must be located in such a manner that they are clear of all flammable surfaces and cannot be knocked over or reached by patrons attending the event.
* A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m must be located at the booth with staff trained in its use.
* All equipment must be tested and tagged as per AS/NZS 3760 and maintained in good working order.
* Equipment must be rated for indoor use.
* Waste bins must be provided and emptied regularly. The venue can provide waste solutions for food preparation activities on stand. Please contact your event planner for more information.
* Equipment must be emptied of fuels and liquids before being moved around the site. It is the responsibility of the stall holder to arrange the removal of used cooking fuels.
* Where naked flame is exhibited or displayed a separation from members of the public and the flame/appliance shall be undertaken to ensure safety of persons. I.e. gas fires, cooking equipment, barbeques, heaters etc
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| **Acknowledgment of mandatory requirements** |
| [ ]  | Please tick the box to confirm you have read and understood the mandatory requirements section. |

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| **Cooking Activity Quantity** |
| ☐ Electric  |  |
| ☐ Naked Flame/BBQ or other |  |
| ☐ Liquid Petroleum Gas - **requires completion of LPG Permit** |  |

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| **Please provide a brief explanation of the activity** |
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| **Contact Details** |
| Applicant Name:  |  | Company:  |  |
| Phone:  |  | Email:  |  |
| **Event Details** |
| Event Name: |  | Event Dates: |  |
| Location of Event:  |  | Stand Name:  |  | Stand No: |  |

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| **Please tick the boxes below to confirm you will/have:** |
|  |
| [ ]  | Obtained permission from the Event organizer to undertake this activity. | [ ]  | Hold a current certificate of public liability not less than $20million |
| [ ]  | Ensure Food Activity is conducted as per the Mandatory requirements noted on pages 1 to 2 of this permit. | [ ]  | Hold all appropriate licenses and certificates. |
| [ ]  | Risk assessed the activity and implemented the appropriate control measures to mitigate any identified risks.  |  |  |

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| **Permit Agreement (to be completed by person responsible for the work to be performed)** |
| This activity has not been authorised to occur at BCEC until written confirmation of its approval is provided by BCEC, and in such circumstance, BCEC makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details. BCEC undertakes regular compliance checks, and you may be required to provide additional evidence in relation to those requirements. If at any time, an activity or operation is considered by BCEC to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, BCEC representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed, and any issues are rectified. Any approval by BCEC for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity. For any additional information regarding Event Safety requirements at BCEC please refer to the[**BCEC Event Safety and Design guidelines**](https://www.bcec.com.au/wp-content/uploads/2022/08/BCEC-Event-Safety-and-Design-Guidelines-August-2022.pdf) |
|  Signed:  | Date:  |
| **BCEC OFFICE USE ONLY**  |
| Permit issued by:  |  | Comments:  | *Approved / Declined*  |
| Date:  |  | Additional information: |  |

**This activity is not approved until confirmed by the Risk Department.**

Managed by ASM Global (Convex) Pty Ltd. ABN 058 298 374