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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | |
| Applicant Name: |  | Company: |  | | |
| Phone: |  | Email: |  | | |
| **Event Details** | | | | | |
| Event Name: |  | Event Dates: |  | | |
| Location of Event: |  | Stand Name: |  | Stand No: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Information - Activity must not exceed BCEC floor load limits** | | | |
| **Please supply:** | | | |
| Contact details of crane company completing the activity.  *(Name, company, contact number)* | |  | |
| Information of crane activity *(what is to be lifted, and where is it to be positioned)* | |  | |
| Lifting loads including crane axile weights. | |  | |
| Activity time and dates | | Time and Date of Arrival:  Time and Date of Collection: | |
| **Mandatory Requirements - Please confirm you will/have:** | | | |
| **Please tick the box to indicate you have read and understood.** | | | |
|  | Obtain permission given from Event organiser to undertake the activity at the event. |  | Hold a current certificate of public liability not less than $20million |
|  | Please confirm all activities have been risk assessed and adequate control measures will be implemented. |  | Ensure an approved BCEC representative is present at the time of collection and delivery |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 the event safety requirement at BCEC please refer to the[**BCEC Event Safety and Design guidelines**](https://bcec.com.au/wp-content/uploads/BCEC-Event-Safety-Design-Guidelines.pdf) | | | |
| Signed: | | | Date: |
| **BCEC OFFICE USE ONLY** | | | |
| Permit issued by: |  | *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