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

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| **Activity Information**  |
| Provide details of company *(name, contact name, number and email)* undertaking the installation/item to be displayed. *(Include courier or freight company details)* |  |
| Time and Date item will arrive onsite |  |
| What is the item intended to be installed/displayed within BCEC |  |
| What is the gross weight of the item/s to be displayed?*(including any stands, supports, frames, packing)* |  |
| **Mandatory Requirements - Please confirm you will:** |
| **Please tick the box to indicate you have read and understood.** |
| [ ]  | Obtain permission given from Event organiser to undertake display such item/s  | [ ]  | Hold a current certificate of public liability not less than $20million |
| [ ]  | Provide a floorplan with detailed description of the positioning of the item/s within the event space | [ ]  | Provide details of how *(pallet jack, trolley etc)* the item will be delivered, moved and installed to its final display location within BCEC. *(Who is positioning the item)*  |
| [ ]  | Ensure that BCEC safety approval is given before delivery or installation can take place.  | [ ]  | Include photos, specifications/dimensions (*length, width and height)* of the item/s. |
| [ ]  | Complete a risk assessment for the activity, and implement any required control measures  | [ ]  | Follow BCEC directions regarding the movement and placement of item/s.  |

**Important Note: Lift load limits only allow items of up 5000kg access to the Conference Levels of BCEC**

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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 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