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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| **Purpose** |
| BCEC requires this permit be completed for the handling, storage and disposal of hazardous substances other than consumer products, packed primarily for use by a household consumer and used in the workplace in quantities and in a way that is consistent with household use. |

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| **Activity Information**  |
| Contact details of company responsible for the delivery and receipt of the substance?*(Name, company, contact number)* |  |
| What is the substance, how much is being brought to site, and how will it be used?  |  |
| Where and how will the substance be stored onsite?  |  |
| **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 have the hazardous substance at event.  | [ ]  | Hold a current certificate of public liability not less than $20million |
| [ ]  | Safety Data Sheet (SDS) for all flammable liquids or materials brought onsite | [ ]  | Ensure all substances are stored within containers that are correctly labelled as per the [*Labelling of Workplace Hazardous Chemicals CoP 2021*](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0024/72636/labelling-workplace-hazardous-chemicals-cop-2021.pdf) |
| [ ]  | Only allow trained staff to use the product and use the correct PPE.  | [ ]  | Ensure that all spills are reported to the BCEC immediately and appropriate measure are taken to restrict access to area until cleaned  |
| [ ]  | Restrict access for unauthorized personnel to the storage area of substance  | [ ]  | Agree that at its sole discretion BCEC may request the removal of any unapproved hazardous substances |
| [ ]  | Risk assessed the activity and implemented the appropriate control measures to mitigate any identified risks.  | [ ]  | Under no circumstances dispose of any chemicals via the Centre’s draining system. *Persons found disposing of substances in the BCEC drainage system will bear any costs incurred in the course of rectifying the situation.*  |
| [ ]  | Provide a containment and disposal system for all substances used during event bump in, operation and bump out. *BCEC can provide substances disposal facilities on request.* | [ ]  | Follow all environmental protocols for storage handling and disposal.<https://www.qld.gov.au/environment/circular-economy-waste-reduction/disposal> |

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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