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** | | | |
| What BCEC constitutes as heavy theming, anything that:   * Affects the safe movement of persons to/from the event in the case of an emergency situation. * Obscure or cover emergency exit signage, alters the route of emergency exits. * Hanging items which obstruct air conditioning system, close proximity to fire sprinkler system. * Excessive hanging of large structures, objects etc. or placement of heavy items (floor weight limits apply within BCEC)   Note: Materials used for lining, drapes, backdrops, blinds or overhead structures, signs banners, theming, or similar, for displays must be rendered non-flammable as per AS/NZS 1530.3:1999 | | | |
| Contact details of all companies providing theming elements.  *(Name, company, contact number)* | |  | |
| Details of theming / activities  (What are the elements, how will they be displayed) | |  | |
| **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 display |  | Hold a current certificate of public liability not less than $20million |
|  | Provide a scaled floor plan or layout of all theming elements 14 days in advance of the event |  | Only use material that comply with AS/NZS 1530.3:1999 |
|  | Abide by any instruction given by BCEC to alter your theming to comply with Queensland fire and building codes |  | Provide specifications of any large items to the displayed |
|  | Complete a risk assessment for the activity, and implement any required control measures |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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