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.

**This permit is to be completed for any requests to remove railings on BCEC supplied stages over 610ml (24”) in height.**

**Please note** - **All treads installed on stage installs of 24” (610mm) & 30” (762mm) high must be fitted with handrails.**

When considering permit requests to remove stage railings, the BCEC Risk Team will take into consideration factors such as (but not limited to)

* Activity taking place on the stage.
* Number of persons on the stage at any one time
* Equipment and furniture in use on the stage
* Location of stage in the room
* Legal requirements

**The activity is not approved until confirmed by the BCEC Risk Department or nominated representative**.

Mitigation measures must be implemented to control the risks involved in removal of railings and alterations to methods of access and egress. **Refer to Control Measures on page 2.**

* For approvals prior to build day, please liaise with your EPM/AV contact.
* For approvals on build day, please liaise with your Customer Experience Coordinator (CEC)

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Information** | | | |
| What is the height of the stage? | |  | |
| Who is/has supplied the stage? | |  | |
| Why is the stage being altered? | |  | |
| How is the stage being altered?  ***For removal of stage rails this permit is applicable for stages above 610mm in height. Stairs with no handrails- this is only permitted on front presentation stairs.*** | |  | |
| Who/what is happening on the stage?  *Include the type of performance, Band, Speakers.* | |  | |
| Maximum quantity of people on stage at any given time*.* | |  | |
| What equipment/furniture will be on the stage? | |  | |
| **Mandatory Requirements - Please tick to confirm you have read/understood** | | | |
|  | You have obtained permission given from Event organiser to alter/ change configuration of stage. |  | You hold a current certificate of public liability not less than $20million |
|  | You have provided accurate and current Stage plans to BCEC including additional elements, furniture, equipment. |  | You have risk assessed the activity to be undertaken to identify the appropriate control measures to mitigate any identified risks. |
|  | **Control Measures to be implemented – Please tick to confirm you have read/understood** | | |
|  | For Stage Rail removal, provision of a ‘NO GO ZONE’ 0.5m from the edge where the rails have been removed marked with white gaffer tape, and  where possible, implement alternative stage edge protection such as lighting or props. |  | Use of stairs with no handrails are permitted **for front of stage presentation only**. |
|  | Where there is increased activity on the stage (for example performance acts or multiple persons), mandatory provision of a stage manager or similar, to control all access, egress, and movement on the stage. |  | Ensure all egress off the stage is via a railed set of stairs. |
|  | Conduct Stage Safety briefing to all users of stage |  | Ensure all Safety Control Measures are implemented **before** any rehearsals, or performances are to take place |

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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 always 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 Design Guidelines.](https://bcec.com.au/wp-content/uploads/BCEC-Event-Safety-Design-Guidelines.pdf) | | | | |
| **Signing of Release and Indemnity**  *This section can only be completed by BCEC contracted Client, nominated representative or contracted proxy* | | | | |
| I, as the above-named person requesting this permit, hereby release and discharge BCEC and owner and their respective representatives from liability which they may have to the person named on this permit whatsoever or howsoever, arising out of the dated event indicated above and its use of BCEC.  I further agree to indemnify BCEC management and owner and their respective representative against:   1. Loss of or damage to property; and 2. Claims by any person in respect to personal injury or death, or loss of or damage to any property.   But our liability to indemnify BCEC and owner and their respective representatives shall be reduced proportionately to the extent that any act or omission of BCEC and owner and their respective representatives may have contributed to the loss, damage, death or injury.  The release will not apply to the extent that it would avoid, invalidate or breach any policy held or maintained by their person and company indicated above. | | | | |
| Name: | | Date: | | Signature: |
| **BCEC OFFICE USE ONLY** | | | | |
| Permit issued by: |  | | Comments: | *Approved / Declined* |
| Date: |  | | Additional information: |  |

**This activity is not approved until confirmed by the Risk Department or Approved BCEC Representative.**

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