This form must be returned to the Event Planning Manager **no later than 2 weeks prior** to the move in of the event. The Event Organiser will be advised if approval is granted.

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| **Contact Details** |
| Applicant’s Name: |       | Position: |       |
| Company Name: |       | Phone: |       |
| Email: |       | Date of PermitApplication: |       |
| Event Name: | \*Event Name\* | Event Date/s: | \*In Date\* - \*Out Date\* |
| Name of BCEC Event Planning Manager: | \*First Name - Primary Coordinator\* \*Last Name - Primary Coordinator\* | Area of activity*e.g. Hall 1;P1-5:* |       |
| Applicant’s Signature: |  |
| **Purpose** |
| Describe nature of activity, how many persons utilizing naked flames (e.g. fire twirling; fire breathing; fire juggling). |       |
| Duration of activity (minutes). |       |
| Is there any interaction with the public? Or a stage presentation only. |       |
| **Documents Required:** | **Attached****Yes** |
| Safety Data Sheet (SDS) for all flammable liquids or materials brought on site. | [ ]  |
| Risk Assessment covering health, safety, environmental and food risks. | [ ]  |
| Certificate of Currency of public liability insurance covering the activity and not less than $20 million. | [ ]  |
| By ticking the adjacent box the applicant agrees to abide by BCEC terms and conditions as described in the event contract and/or *BCEC Guidelines - WHS Event Design & Construction for Event Organisers, Contractors & Exhibitors* | [ ]  |
| BCEC will determine the requirements necessary for your permit to be issued. Documents indicated with a ‘YES’ must be provided by the applicant with all requirements adhered to. If there are safety concerns with this activity BCEC reserves the right to cancel the permit without notice. |
| **Other Requirements:** |
| * Requirements of the SDS must be met for storage, use and personal protective equipment.
* Supply of appropriate fire extinguisher and operator positioned adjacent to fire activity.
* Provision of floor, stage and wall drape protection to eliminate damage.
* Provision of safe distances from members of the public and staff during activity.
* Abide by the BCEC Guidelines with regards to naked flame acts.
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| **Workplace Health & Safety (WHS) Requirements** |
| 1. The Hirer must comply with and perform all WHS obligations under all Acts, regulations and legislation.
2. The Hirer must comply with and perform all obligations under the *BCEC Guidelines - WHS Event Design & Construction for Event Organisers, Contractors & Exhibitors.*
3. The Hirer is solely responsible for ensuring that any third parties engaged to carry out any works for or at the named event:
4. Comply with point 1 & 2 above
5. Are in possession of required safety documentation in relation to their event any associated activated undertaken by themselves or by third parties, including (but not limited to):
6. Risk Assessments (RA) for activities
7. Safe Work Method Statements (SWMS) for activities
8. Safety data sheets (SDS)
9. Current licensing; and
10. Certificate of Currency – public liability not less than $20 million
 |
| **BCEC Office Use** |
| BCEC Event Number: |       | Approved/Declined:  |       |

**This activity is not approved until confirmed by the Safety Department.**

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