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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | |
| Applicant’s Name: |  | | | | Position: |  | |
| Company Name: |  | | | | Phone: |  | |
| Email: |  | | | | Date of Permit  Application: |  | |
| 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** | | | | | | | |
| What is the medical activity and what items will be brought on site? *(please see below requirements for Tattooing & Body Piercing)* | | | |  | | | |
| When are the items being used? *(include date/s and time of operation as well as the location).* | | | |  | | | |
| How long will the items be stored on site? | | | |  | | | |
| Will there be any potential danger from or health issue as a result of the exposure to any persons *(including BCEC staff).* | | | |  | | | |
| **Documents Required** | | | | | | | **Attached**  **Yes** |
| Risk Assessment and Safe Work Method Statement covering health, safety, environmental and food risks. | | | | | | |  |
| Safety Data Sheet (SDS) for any and all hazardous substances or chemicals or products. | | | | | | |  |
| **Tattooing:**  It is a Queensland Government requirement that a **tattooing show/exhibition permit** is obtained by the company providing the service on BCEC property, this permit must have BCEC as the premises on approved permit.   * The approved permit must be provided to BCEC prior to the event and the original must be kept by the permit holder at the premises during the event.   It is a Brisbane City Council requirement that a **Personal appearance services licence** is obtained by the company providing the service on BCEC property, this licence must have BCEC as the licenced premises on approval.   * The approved licence must be provided to BCEC prior to the event and the original must be kept by the licence holder at the premises during the event. | | | | | | |  |
| **Body piercing:**  It is a Brisbane City Council requirement that a **Personal appearance services licence** is obtained by the company providing the service on BCEC property, this licence must have BCEC as the licenced premises on approval.   * The approved licence must be provided to BCEC prior to the event and the original must be kept by the licence holder at the premises during the event. | | | | | | |  |
| By ticking the adjacent box the applicant agrees to abide by BCEC terms and conditions as described in the event contract and/or the Contractor Guidelines. | | | | | | |  |
| Brisbane Convention & Exhibition Centre (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.  Where 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. * Appropriate disposal must be arranged of any medical waste, product or by-product or substance. * All materials must be removed from the venue (includes medical waste, sharps, human or animal tissue etc). * Body piercing and tattooing are high risk personal appearance services. The Public Health (Infection Control for Personal Appearance Services) Act 2003 & the Tattoo Industry Regulation 2013 covers these procedures, all requirements must be met. | | | | | | | |
| **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