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** |
| 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