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 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 requirement for the LPG/naked flame? |  |
| **Exhibition Stand** | **Other Events** *(dinners, cocktails, ceremonies, displays etc)* |
| [ ]  | Gas Fires | [ ]  | Candles with centerpiece |
| [ ]  | Product Display | [ ]  | Candelabra with centerpiece |
| [ ]  | Incense / Candles | [ ]  | Freestanding candelabra around the room |
| Other – *please provide details below:* |
| How many candles are to be used? |  |
| **LPG Cylinders** |
| Details of cylinders that will be on the stand at any one time:Size of cylinder (**No cylinder shall be greater than 9 kg**):Quantity to be kept on stand: One (1) 9 kg LPG cylinder per appliance |
| Who will install and remove the cylinder for storage overnight:  |
| Stand Name & Number *(if applicable)*  |  |
| **LPG Permit Conditions**  |
| * Event Organizer permission for item use must be obtained.
* Current public liability insurance to the value of $20million.
* Naked flames are only permitted where they are part of their product range or essential for demonstration of their product.
* Naked flames must be positioned so that they cannot be knocked over or come into contact with persons or flammable items.
* A risk assessment (See Gas Safety Checklist below) and an emergency plan will need to accompany this permit application.
* An appropriate fire extinguisher (either C02 or Dry Chemical Powder) must be positioned on the stand with signage indicating its location.
* Safety Data Sheets (SDS) are to accompany any gas brought on site and requirements of the SDS must be met for storage, use and personal protective equipment requirements.
* All installations must comply with state and federal statutory regulations and current Australian Standards covering installation and storage, dangerous goods and equipment.
* Where cylinders are used or located indoors for demonstration purpose the total volume and number of cylinders shall be in line with AS1596-2014, LPG Minor Storage & Usage Table 2.1.
* Cylinders shall be stored in an open crate and remain stable at all times, and connections are to be protected from accidental damage and impact.
* The length of hose connecting the cylinder to the appliance shall not be longer than three (3) meters in length.
* Gas cylinders need to be removed from inside the venue at the end of each day and stored in a gas cage located on the service road.
* The decanting of any/ all gas cylinders is prohibited.
* All sections of the gas storage and reticulation are to be inaccessible to the public.
* A gas regulator and emergency shut off valve must be fitted to all cylinders.
 |
| **GAS SAFETY CHECK LIST** |  |  |  |
| **Appliances** | **Yes**  | **No** | **Action if No** |
| Can proof of certification be provided for each appliance? | [ ]  | [ ]  |       |
| Are all gas appliances in good working order? | [ ]  | [ ]  |       |
| Are all appliance taps and knobs clearly marked and in good condition? | [ ]  | [ ]  |       |
| Are all portable gas appliances correctly secured and placed on non-combustible surfaces? | [ ]  | [ ]  |       |
| Are appliances marked for use at pressures not exceeding 3kPa? | [ ]  | [ ]  |       |
| **Hoses and consumer piping** | **Yes**  | **No** | **Action if No** |
| Are all hoses in use in good condition? | [ ]  | [ ]  |       |
| Are all hoses in use protected from accidental damage? | [ ]  | [ ]  |       |
| Are all hoses in use less than 3m in length? | [ ]  | [ ]  |       |
| Is the consumer piping in good condition? | [ ]  | [ ]  |       |
| **Regulators** | **Yes**  | **No** | **Action if No** |
| Are all regulators in good condition? | [ ]  | [ ]  |       |
| Are all regulators in use protected from accidental damage? | [ ]  | [ ]  |       |
| **Cylinders** | **Yes**  | **No** | **Action if No** |
| Are all cylinders to be used in good condition? | [ ]  | [ ]  |       |
| Have all cylinder connections been checked for leaks? | [ ]  | [ ]  |       |
| Are all cylinders to be used stable and correctly secured? | [ ]  | [ ]  |       |
| Are all cylinders to be used installed on a firm, level, non-combustible base? | [ ]  | [ ]  |       |
| Is the floor or base on which cylinders are installed, constructed so that water cannot gather within any enclosure or recess? | [ ]  | [ ]  |       |
| Are all cylinders to be used located away from flammable materials and ignition sources? | [ ]  | [ ]  |       |
| Are walkways and egress routes clear of obstructions including LP Gas cylinders? | [ ]  | [ ]  |       |
| Is the size and quantity of cylinders to be used correct for the structure type? | [ ]  | [ ]  |       |
| Are all cylinders to be used within their test date period? | [ ]  | [ ]  |       |
| **Fire Extinguisher** | **Yes**  | **No** | **Action if No** |
| Is a fire extinguisher in place and of appropriate size and type (C02 or Dry Chemical Powder)? | [ ]  | [ ]  |       |
| **Documents Required** | **Attached****YES** |
| Risk Assessment regarding use of the naked flame/LPG.  | [ ]  |
| By ticking the adjacent box the applicant agrees to abide by BCEC terms and conditions as described in the event contract and/or the BCEC 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. |
| **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 Organizers, 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