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 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