

Please complete this form and return **no later than 14 days prior** to the move in date of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)

Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com

CONTACT DETAILS

Business name:

Name:

Phone:

Email:

Name of event:
(if applicable)

Event dates:

**Area within ICC Sydney
activity will occur:**

Stand name:

Stand no:

PURPOSE

Other activities include moving displays, internal combustion engines, smoke machines, aerial performers, bike acrobatics, autonomous machinery swimming pools/spas and any other activity not deemed to be covered under ICC Sydney's current permit forms.

What is the activity / special requirement?	
Dates, times of operation and location.	
What is the activity / special requirement being used for?	

SAFETY REQUIREMENTS

Please tick the boxes to indicate you have read and understood.

In order to undertake this activity, you must ensure the following safety requirements are met as a minimum.

ICC Sydney must be informed if the activity presents any WHS risks and how these risks will be managed.	Activity and associated equipment must be checked each day before operation.
A full risk assessment must be included as an attachment with each activity along with a SWMS as required.	Records of these checks must be recorded.
Only trained and competent personnel are allowed to operate, set up and pack down the activity.	Safe public access and exit must be provided at all times.
Supervision of the activity must occur at all times.	Floor plan or exhibitor stand number showing exact location of activity / special requirement.
If there are moving parts, a suitable barrier must be erected to prevent access to the activity being performed.	Photographs and detail of activity or special requirement are included as an attachment.
If applicable, the activity must be registered and maintained by competent and authorised personnel and in accordance with the manufacturer's instructions.	ICC Sydney may require sign off of any pool by the manufacturer re the design and build who is qualified to do so, specifying that the pool is designed to hold the volume of water and is manufactured to any applicable standard or if not to industry best practice.
Specifications and compliance with Australian or applicable standard attached.	

PERMIT AGREEMENT (to be completed by person responsible for the work to be performed)

This activity has not been authorised to occur at ICC Sydney until written confirmation is provided by ICC Sydney, and in such circumstance, ICC Sydney makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

ICC Sydney undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by ICC Sydney to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, ICC Sydney representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any confirmation by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Signed: _____ **Date:** _____

..... **ICC SYDNEY USE ONLY**

ICC SYDNEY RISK & COMPLIANCE

Permit issued by:

Comments:

Signed: _____ **Date/time:** _____