

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

**Exhibitor Services, International Convention Centre Sydney (ICC Sydney)**

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

## CONTACT DETAILS

<b>Name:</b>	<b>Company:</b>	
<b>Phone:</b>	<b>Email:</b>	
<b>Name of event:</b>	<b>Event dates:</b>	
<b>Location of event:</b>	<b>Stand name:</b>	<b>Stand no:</b>

## HAZARDOUS CHEMICAL REQUIREMENTS

**What chemicals are being used?**

**What quantities will be on site?**

**How will the chemical be used?**

**Who is the supplier of the chemical?**  
(provide contact details)

**How and where will the chemical be stored?**

## LIQUEFIED PETROLUUM GAS (LPG) REQUIREMENTS

**Why is LPG being used?**

**What quantities will be onsite?**

**Where will LPG be stored?**

## DOCUMENTS REQUIRED WITH PERMIT SUBMISSION

## DOCUMENT ATTACHED

**Safety Data Sheet (SDS) from the supplier for the hazardous chemical.**

**Risk Assessment (RA) covering health, safety, environmental and food risks.**

**Safe Work Method Statement (SWMS) for all activities undertaken using the hazardous chemical.**

**MANDATORY REQUIREMENTS (please mark boxes to indicate that you have read and understood)**

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that Workplace Health and Safety (WHS) legislation and safe work practices are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

A current Safety Data Sheet, Safe Work Method Statement (SWMS) and Risk Assessment must be provided to ICC Sydney and available on site for each hazardous chemical product at all times.

All requirements of the Safety Data Sheet and ICC Sydney for transport, storage, use and disposal must be followed.

All containers of hazardous chemicals must be labelled as per the requirements specified in the Labelling of Workplace Hazardous Chemicals Code of Practice. Any unlabelled or incorrectly labelled material will be removed from site.

Appropriate storage containers must be used. Hazardous chemicals cannot be packed or decanted into a container that would usually contain food or beverage or may be mistaken for a container containing food and beverage.

**LPG permit conditions**

Gas cages hired by the event organiser must be used for any on site gas storage.

All LPG installations must comply with relevant legislation and Australian standards.

All LPG cylinders in use must have a gas fuse attached.

No naked flames are permitted within close proximity of LPG cylinders.

A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m must be located at the booth with staff trained in its use.

No section of the LPG system is to be accessible to patrons attending the event.

Only trained and authorised persons are to operate the approved equipment.

All LPG appliances shall be certified and display approval plate as proof of certification.

LPG cylinders are limited to 9kg per cylinder with a maximum of 10kg per 10sqms used on an open exhibition space. Regulations limit the maximum amount of LPG within an event. As such ICC reserves the right to limit the number of gas cylinders within any area / event.

A licensed gas fitter is required to connect, monitor and install / remove LPG bottles.

A licensed gas fitter is required to place all LPG bottles in a Gas Cage on the venue Loading Docks overnight and return each morning.

Staff must be trained in the use of the product and use the correct personal protective equipment (PPE) as required.

Hazardous chemicals must be stored in such a manner as to prevent unauthorised access.

All council or other legislative permit requirements are the responsibility of the exhibitor.

Appropriate disposal of the hazardous chemical must be arranged. Under no circumstances can the venue's washroom facilities be used for the disposal of hazardous chemicals. All hazardous chemicals must be removed from site at the end of the event.

All spills/incidents are to be reported to ICC Sydney immediately.

All hazardous chemicals/LPG must be labeled with company name and event name.

A licensed gas fitter is required to check compliance, correct location and application of gas appliances. Those not compliant cannot be connected.

A licensed gas fitter is to monitor all LPG installations for Carbon Monoxide and LPG whenever appliances are connected.

Mobile and portable appliances must only be used in line with the manufacturers instructions and in line with any specific operating conditions or warning labels.

Exhibitors must have access to a copy of the manufacturers instructions on site.

LPG appliances labeled for outdoor use are not permitted.

LPG appliances labeled for residential use are not permitted for commercial applications.

LPG appliances that are not labeled are not permitted.

Gas installations installed as part of a public event shall comply with the requirements of AS/NZS5601.1 Gas installations, Part 1 General Installations and AS/NZS 1596 The storage and handling of gas.

All stands with LPG are to have Carbon Monoxide monitors fitted.



**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 of its approval 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 approval 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 AUTHORISATION**

**Permit issued by:** \_\_\_\_\_ **Comments:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_