

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 AND EVENT DETAILS

Name: _____ **Company:** _____
Phone: _____ **Email:** _____
Name of event: _____ **Location of event:** _____

EQUIPMENT DETAILS (please list make, quantity and model number of each item)

Supplier's name: _____

| EWP | Quantity | Model Number |
|--------------------|----------|--------------|
| Pallet truck/jack: | | |
| Forklift: | | |
| Crane: | | |
| Man lift: | | |
| Scissor lift: | | |
| Boom lift: | | |

DELIVERY DETAILS

Date of delivery: _____ **Date of collection:** _____
Time of delivery: _____ **Time of collection:** _____

Delivery and Collection Guidelines: ICC Sydney accepts delivery of equipment one day prior to commencement of contracted period. Collection must take place immediately on the last day of the contracted period.

ADDITIONAL REQUIREMENTS

Please tick the box to indicate that you have read and understood.

Risk Assessment and/or Safe Work Method Statement (SWMS).

Plant operators are required to hold the applicable national license to perform high risk work. Licenses must be made available on request.

LPG powered plant must also complete hazardous chemical permit. All plant operators must have completed the ICC Sydney Contractor induction.



MATERIALS HANDLING EQUIPMENT/MOVING PLANT & EWP DELIVERY NOTIFICATION FORM

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 AND COMPLIANCE AUTHORISATION

Permit issued by:

Comments:

Signed: _____ **Date:** _____

ICC SYDNEY LOGISTICS VALIDATION

Reviewed by:

Comments:

Date: _____