



## EXCESS WEIGHT ITEM (Over 500kg) PERMIT FORM



This form must be returned to TPM Events by Friday 19 April, 2024.

The permit will be approved by BCEC and each exhibitor will be contacted ONLY if there are concerns.

**Important Note: Floor weight limits apply. Equipment >10T may require structural engineering review and fees may be incurred.**

Contact Details	
Applicant's Name:	Position:
Company Name:	Phone:
Email:	Date of Permit Application:
Event Name:	Event Date/s:
Name of BCEC Event Planning Manager:	Area of activity e.g. Hall 1;P1-5:
Applicant's Signature:	
Requirements	Attached Yes
Provide details of company ( <i>name; address; telephone and email</i> ) undertaking the installation / item to be displayed, include courier or freight company details.	<input type="checkbox"/>
Identify the item that is requested to be installed/displayed within BCEC and its purpose.	<input type="checkbox"/>
Include drawings, photographs including dimensions (length, width and height) of the item and a floor plan of the location the item is intended to be displayed.	<input type="checkbox"/>
Supply the gross weight of the item/s and include any stands/support/frame/packing which would give a total gross weight.	<input type="checkbox"/>
Supply details of how the item is to be delivered, moved to and installed in its final display location within the BCEC and who is to move the item. (forklift, crane, pallet jack, own power installed/moved by freight company).	<input type="checkbox"/>
By ticking the adjacent box, the applicant agrees to abide by BCEC terms and conditions as described in the event contract and <i>BCEC Event Safety &amp; Design Guidelines</i> .	<input type="checkbox"/>
BCEC will determine the requirements necessary for your permit to be issued. Any 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.	
<ul style="list-style-type: none"><li>Floor weight limits apply. Any single item over 500kg requires BCEC Safety Department approval before delivery or installation.</li><li>Equipment &gt;10T may require structural engineering review and fees may be incurred.</li><li>Compliance with all statutory (state and federal) obligations, including <i>WHS Act 2011</i> and regulations and local council, Australian Standards and Codes of Practice as they apply.</li></ul>	



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**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 Organisers, 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:
  - a. Comply with point 1 & 2 above
  - b. 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):
    - I. Risk Assessments (RA) for activities
    - II. Safe Work Method Statements (SWMS) for activities
    - III. Safety data sheets (SDS)
    - IV. Current licensing; and
    - V. 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