AMUSEMENT RIDES & DEVICES PERMIT FORM

INCLUDES MECHANICAL RIDES, CARNIVAL GAMES, SLIDES AND INFLATABLES

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 **Email:** cutawayexhibitionservices@iccsydney.com

CONTACT DETAILS

Contact name:		**Company:**	
Phone:		**Email:**	
Name of event:		**Event dates:**	
Select the venue:	☐ **ICC Sydney** ☐ **The Cutaway**	**Stand name:**	**Stand no:**
Area within the venue activity will occur:			

PURPOSE

What is the amusement ride or device to be used?

How will the ride/device be used? Include when, where and how it will be used.

How will the amusement equipment be supervised?

MANDATORY SAFETY REQUIREMENTS

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

- ☐ Only trained and competent personnel are allowed to operate and set up/pack down the ride/device.
- ☐ Operator must supervise the ride/device at all times.
- ☐ If the ride/device includes moving parts, a suitable barrier must be erected to prevent access to the ride/device or users/riders. Barrier access gates must have a locking device.
- ☐ Ride/device must be registered (if applicable) and maintained by competent and authorised personnel and in accordance with the manufacturer's instructions.
- ☐ Safety restraints/equipment on ride/devices as appropriate such as harnesses, seatbelts, safety/soft fall mats must be used.
- ☐ Ride/device must be checked each day before operation and operated run without passengers each day before operation. Records of these checks must be recorded in a log book.
- ☐ Log books, operating and maintenance manuals (including emergency procedures) must be on site. Log books must include details of the erection or storage of the amusement device.
- ☐ Ride restrictions as per SafeWork NSW registration and the manufacturer's specifications must be enforced including height, weight and loading capacity restrictions.
- ☐ Safe public access and egress exit must be provided at all times.
- ☐ Wind ratings are to be provided for externally used inflatable devices as specified by the manufacturer. This information must be included on the SWMS and adhered to by the operator.
- ☐ ICC Sydney may require sign off of any structure by the manufacturer re the design and build who is qualified to do so, specifying that the structure is manufactured to any applicable standard or if not to industry best practice.

ADDITIONAL REQUIREMENTS

Please tick the boxes to indicate these documents are attached.

- ☐ Risk assessment and Safe Work Method Statement (SWMS).
- ☐ Floor plan showing location of ride/device.
- ☐ SafeWork NSW registration for the amusement equipment, where relevant.

These documents, and any other document as requested by ICC Sydney from time to time, must be provided to ICC Sydney with the return of this completed permit form.

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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 venues 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:** _____