ANIMALS PERMIT FORM

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

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 purpose of having animals at the event?	
What animal/s will be brought on site? Include details on the number of animals and how the animals will be kept.	
Will the animals be exposed to the public? (e.g. for petting or handling)	
Will there be food and beverage served at this stand?	

MANDATORY SAFETY REQUIREMENTS

Please tick the boxes to indicate you have read and understood and the required documents are attached.

Non-Domesticated Animals (zoo and large animals e.g. lions, reptiles, elephants etc)

- ☐ Operator must be competent in handling animals, control and monitor animals at all times and supervise interactions with the public.
- ☐ Animals must be restrained or contained appropriately e.g. cage or barrier.
- ☐ Animal waste must be disposed of appropriately with consideration to public health and the environment.
- ☐ Relevant animal protection and welfare requirements must be complied with.
- ☐ Animals must be removed from the premises overnight.
- ☐ Appropriate shelter, food and water must be provided for the animals.
- ☐ A minimum distance of three metres must be maintained between animals and food service.
- ☐ Operator must have a re-capture plan in the case of animal/s becoming uncontained.
- ☐ A site specific risk assessment and/or Safe Work Method Statement (SWMS) must be submitted with this permit form and be available on site.
- ☐ A site specific Animal Management Plan is attached.
- ☐ Copies of relevant licenses permits as required under NSW law.
- ☐ Compliance with Prevention of Cruelty to Animals Act 1979 No 200.

Domesticated Animals (dogs, cats and other petting animals including farmyard animals)

- ☐ Operator must be competent in handling animals, control and monitor animals at all times, and supervise animal interactions with the public.
- ☐ Animals must be on a leash or in an enclosed pen under control at all times.
- ☐ Animal waste must be disposed of appropriately with consideration to public health and the environment.
- ☐ Relevant animal protection and welfare requirements must be complied with.
- ☐ Animals must be removed from the premises overnight.
- ☐ Appropriate shelter, food and water must be provided for the animals.
- ☐ Handwashing/sanitising facilities must be provided if the public will be handling the animals.
- ☐ A minimum distance of three metres must be maintained between animals and food service.
- ☐ Provide safe access and egress for the public.
- ☐ Attached Animal Management Plan.
- ☐ Copies of relevant licenses permits as required under NSW law.
- ☐ Compliance with Prevention of Cruelty to Animals Act 1979 No 200.

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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:** _____