CAR PARK WORK 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

NOTE : This permit must be displayed at the work site and returned on completion of work.

CONTACT DETAILS

Company/department performing work:

Name: **Phone :**

Describe location(s) of work (car park areas):

Name of event (if applicable):

Description of work, including equipment to be installed and estimated time required to complete the work:

MANDATORY REQUIREMENTS

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

- ☐ All persons conducting a business or undertaking (PCBUs) and workers must comply with Work Health and Safety (WHS) legislation and follow safe work practices to ensure, so far as reasonably practicable, the health and safety of all.
- ☐ Car Park & Logistics and ICC Sydney security departments must be advised of arrival times, duration of work and departure times.
- ☐ All persons working in the car park must wear high visibility clothing.
- ☐ If the car park is open to the public, all work areas must be delineated by a minimum of two metres around work area with barriers, traffic cones, hazard tape or similar.
- ☐ Any hazardous items (e.g. dangerous goods, electrical installations and distribution boards) must be under constant monitoring and/or securely enclosed to prevent unauthorised access. Appropriate warning signage must be displayed. Any cables or other equipment installed in the car park must be removed at the conclusion of the event.
- ☐ Work cannot be carried out over parked vehicles; cables, hoses and other loose parts and equipment are not to be placed near vehicles.
- ☐ Forklifts can only be used at times approved by the venue. They must be less than 2m high, adhere to the 5km/h speed limit and have a current condition registration.
- ☐ Workers must not access storerooms or plant rooms within the car park without an ICC Sydney representative present.
- ☐ Cables, hoses etc. must be adequately secured at all times and not likely to fall or hang into public areas.
- ☐ All work at heights (including use of ladders) must be conducted according to safe work practices, WHS legislation, Australian Standards and SafeWork guidelines.
- ☐ An electrical licence is required before any wiring or fitting work can be undertaken throughout ICC Sydney's home state of New South Wales (NSW), regardless of the cost of the work and whether the work is residential, commercial or industrial.
- ☐ Electrical wiring means the actual physical work of installing, repairing, altering, removing or adding to an electrical installation, or the supervision of that work. For licensing purposes, it is defined in the Home Building Act 1989, with the same meaning as in the Electricity (Consumer Safety) Act 2004. ICC Sydney carries out all power connections to the venue's main distribution system. No live work is permissible.
- ☐ All electrical equipment must be maintained as per manufacturer's specifications, tested and tagged as per the requirements of Australian Standards.
- ☐ All electrical work must undertaken in accordance with safe work practices and WHS legislation.
- ☐ Plumbing installations are to be tested prior to use, and checked regularly during use. **Note:** plumbing works are not permissible at The Cutaway
- ☐ Equipment must not to be attached to, nor rest upon any part of the fire sprinkler system. Installations should not block the normal operation of the fire sprinkler system.
- ☐ Risk assessments and/or Safe Work Method Statement (SWMS) specific to the task must be available on site.

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ICC SYDNEY

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ADDITIONAL REQUIREMENTS

Advise the venue if this activity presents any other health and safety risks and how these will be managed. If applicable, please detail below or submit a risk assessment and/or SWMS.

Risk assessment:

Do you need to use a forklift within the car park? If yes, why?

Certificate of Currency for public liability insurance:

Fire isolation: ☐ Yes ☐ No **Hot works permit:** ☐ Yes ☐ No **SWMS attached:** ☐ Yes ☐ No

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 AUTHORISATION

Permit issued by:

Comments:

Installation from/to:

Removal from/to:

The car park work is authorised to proceed subject to the above requirements being maintained for the duration of the activity.

COMPLETION

I certify that the work is complete, all items/equipment have been removed and the area made safe.

Name:

Signed: _____ **Date/time:** _____

ICC SYDNEY EVENT DELIVERY MANAGER VALIDATION

Name:

Signed: _____ **Date/time:** _____