FOOD COOKING/PREPARATION 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: Only electric reheating is permitted at The Cutaway. LPG appliances and naked flames are not allowed.

CONTACT DETAILS

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

PURPOSE

Why is cooking/food preparation an integral part of the stand?

What items will be prepared?
Specify quantities, dates and times.

What method of cooking/processing will be used?
E.g. grilling, deep frying, baking?

What fuel will be used?
E.g. LPG or electric?
LPG appliances are not permitted at The Cutaway

*If LPG is being used, please complete the Hazardous Substances/LPG Permit Form.
Review for permits takes into consideration the equipment and estimated quantities to be cooked.

MANDATORY REQUIREMENTS (Please tick the boxes to indicate that you have read and understood)

- ☐ It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that Workplace Health and Safety (WHS) legislation and safe work practices are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.
- ☐ No food preparation equipment, including hot surfaces are to be left unattended when in use.
- ☐ Signage advising person of a hot surface must be displayed adjacent to any cooking surface.
- ☐ All sharp implements are to be kept out of reach of attendees at all times and stored securely.
- ☐ Food safety standards must be adhered to at all times, including hygiene, cleans and sanitation.
- ☐ No fats or oils may be poured into the venue's drainage system.
- ☐ All items used in cooking with fats or oils must be disposable or washed off site.
- ☐ All council or other legislative permit requirements are the responsibility of the exhibitor.
- ☐ Any sampling must comply with the venue's Event guidelines. Please complete the Food & Beverage Sampling Permit Form.
- ☐ All spills are to be cleaned immediately; non-slip and protective flooring must be used in cooking area.
- ☐ Naked flames and hot surfaces must be located in such a manner that they are clear of all flammable surfaces and cannot be knocked over or reached by patrons attending the event. **NOTE:** Naked flames are not permitted at The Cutaway.
- ☐ A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m must be located at the booth with staff trained in its use. All equipment must be tested and tagged as per AS/NZS 3760 and maintained in good working order.
- ☐ Waste bins must be provided and emptied regularly. The venue can provide waste solutions for food preparation activities on stand. Please contact the event planner for more information.
- ☐ The event organiser must be aware of and has approved the food preparation on stand activity.
- ☐ If your cooking requires gas, canisters or any other hazardous substances please complete the Hazardous Substances and LPG Permit Form.
- ☐ Equipment must be emptied of fuels and liquids before being moved around the site. It is the responsibility of the stall holder to arrange the removal of used cooking fuels.
- ☐ Equipment must be rated for indoor use.

CONTINUED NEXT PAGE

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AIR FILTRATION / EXHAUST REQUIREMENTS (Please tick the boxes to indicate you have read and understood.) Please supply additional information where requested.

☐ Commercial or high-volume cooking regardless of equipment used will require air filtration / exhaust.

☐ **Gas Smokers**

- Require an exhaust and air filtering system installed.
- LPG appliances are not permitted at The Cutaway.

☐ **Deep Frying (Electric)**

- A domestic bench top fryer up to 5L does not require air filtration / exhaust
- Deep fryers over 5L, multiple fryers and / or high volume frying applications require air filtration / exhaust.

☐ **Ovens – Electric**

- Steam applications, air filtration / exhaust is not required.
- Convection applications, air filtration / exhaust is not required unless the cooking is likely to generate significant or prolonged smoke. For example, high heat charring or crackling.
- Please complete additional information in text box below to assist ICC Sydney to determine requirements.

☐ **Ovens – Gas**

- Must be rated for indoor use.
- Steam applications, air filtration / exhaust is not required.
- Convection applications, air filtration / exhaust is not required unless the cooking is likely to generate significant or prolonged smoke. For example, high heat charring or crackling.
- Please complete additional information in text box below to assist ICC Sydney to determine requirements.
- LPG appliances are not permitted at The Cutaway.

☐ **Pizza Ovens – Gas**

- Must be rated for indoor use or modified by licensed gasfitter to enable use.
- Please complete additional information in text box below to assist ICC Sydney to determine requirements.
- LPG appliances are not permitted at The Cutaway.

☐ **Induction stoves / cooktops**

- In general, will not require filtration / exhaust when cooking for sampling purposes.
- Induction cooktops are limited to one unit on a performance stage for each Cutaway event.

☐ **Grills – Gas**

- Must be rated for indoor use.
- May or may not require filtration / exhaust.
- Please complete additional information in text box below to assist ICC Sydney to determine requirements.
- LPG appliances are not permitted at The Cutaway.

Additional Information

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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 CULINARY AUTHORISATION

Permit issued by: _____ **Comments:** _____

Signed: _____ **Date:** _____