

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

## CONTACT DETAILS

**Name:**

**Company:**

**Phone:**

**Email:**

**Name of event:**

**Event dates:**

**Area within ICC Sydney  
activity will occur:**

**Stand name:**

**Stand no:**

## HAZARDOUS SUBSTANCES REQUIREMENTS

**What substances are being used?**

**What quantities will be on site?**

**How will the substances be used?**

**Who is the supplier of the substances?  
(provide contact details)**

**How and where will the substances  
be stored?**

## LIQUEFIED PETROLUUM GAS (LPG) REQUIREMENTS

**Why is LPG being used?**

**What quantities will be onsite?**

**Where will LPG be stored?**

## MANDATORY REQUIREMENTS

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

**Safety Data Sheet (SDS) from the supplier  
for the hazardous substances.**

**Risk Assessment (RA) covering health,  
safety, environmental and food risks.**

**Safe Work Method Statement (SWMS) for all activities  
undertaken using the hazardous substances.**

## 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.

A current Safety Data Sheet, Safe Work Method Statement (SWMS) and Risk Assessment must be provided to ICC Sydney and available on site for each hazardous substances product at all times.

All requirements of the Safety Data Sheet and ICC Sydney for transport, storage, use and disposal must be followed.

All containers of hazardous substances must be labelled as per the requirements specified in the NSW Government Code of Practice Labelling of Workplace Hazardous Chemicals December 2022. Any unlabelled or incorrectly labelled material will be removed from site.

Appropriate storage containers must be used. Hazardous chemicals cannot be packed or decanted into a container that would usually contain food or beverage or may be mistaken for a container containing food and beverage.

Staff must be trained in the use of the product and use the correct personal protective equipment (PPE) as required.

Hazardous chemicals must be stored in such a manner as to prevent unauthorised access.

All council or other legislative permit requirements are the responsibility of the permit requestor.

Appropriate disposal of the hazardous substances must be arranged. Under no circumstances can the venue's washroom facilities be used for the disposal of hazardous chemicals. All hazardous substances must be removed from site at the end of the event.

All spills/incidents are to be reported to ICC Sydney immediately.

All hazardous substances/LPG must be labeled with company name and event name.

The removal and disposal of all hazardous substances is the responsibility of the Permit Requestor.

ICC Sydney at its sole discretion may request the removal of unapproved hazardous substances.

## LPG permit conditions

Gas cages hired by either the event organiser or the the company requesting the LPG. This must be coordinated by the person making the request and must be used for any on site gas storage.

All LPG cylinders in use must have a regulator and gas fuse fitted.

No naked flames are permitted within close proximity of LPG cylinders.

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.

Only trained and authorised persons are to operate the approved equipment.

All LPG appliances shall be certified and display approval plate as proof of certification.

Operational events have a maximum total quantity of 45kg per 50m<sup>2</sup> up to a total of 180kg regardless of the event size. Maximum cylinder size of 45kg.

If the quantity of gas or cylinder size is required to exceed the limit allowed, the cylinders shall be installed externally. ICC Sydney at its sole discretion, may limit the amount of LPG.

A licensed gas fitter is required to connect, monitor and install / remove LPG bottles. The licensed gas fitter is to check compliance, correct location and application of gas appliances. Those not compliant cannot be connected.

A licensed gas fitter is required to place all LPG bottles in a Gas Cage on the venue Loading Docks overnight and return each morning.

A licensed gas fitter is to monitor all LPG installations for Carbon Monoxide and LPG whenever appliances are connected.

Mobile and portable appliances must only be used in line with the manufacturers instructions and in line with any specific operating conditions or warning labels.

Exhibitors must have access to a copy of the manufacturers instructions on site.

LPG appliances labeled for outdoor use are not permitted.

LPG appliances labeled for residential use are not permitted for commercial applications.

LPG appliances that are not labeled are not permitted.

Gas installations shall comply with the requirements of AS/NZS 5601.1:2013 Gas installations, Part 1 General Installations and AS/NZS 1596 - 2014 The storage and handling of gas. AS/NZS 1596-2014 The storage and handling of LP Gas and the EnergySafe Victoria Code of Practice for the safe use of LPG at public events.

**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 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:** \_\_\_\_\_