LASER PERMIT

Please complete this form and return **no later than 14 days prior** to the move in date 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:

Mobile:

Select the venue: ☐ **ICC Sydney** ☐ **The Cutaway**

Area within the venue activity will occur:

EVENT DETAILS

Event Name:

Operational date/s

Move in date/s:

Expected attendees

Move out date/s:

Stand name:

Stand no:

LASER REQUIREMENTS

What class of laser will be used?

What is the laser being used for?

Name and qualifications of laser operator (applicable if class 3A, 3B or Class 4 laser is used for display purposes).

Name of Laser Safety Officer who will approve final setup of laser (applicable for production companies).

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ICC SYDNEY

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IN ORDER TO UNDERTAKE THIS ACTIVITY, YOU MUST ENSURE THE FOLLOWING REQUIREMENTS ARE MET AS A MINIMUM:

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

- ☐ All PCBUs and their staff must ensure that events or other activities which involve the use of lasers comply with the requirements of Chapter 5 of the WHS Regulations 2025, AS/NZS 2211:2004 series and any other standards as applicable depending on the activity.
- ☐ Events and activities involving lasers must have a risk assessment to document how the risk to workers and patrons will be controlled prior to the event being contracted.
- ☐ There are five classes of lasers. Only Class 1 products are considered intrinsically safe while Class 2 lasers emit visible radiation but are considered safe when a normal blink reflex is assumed and you do not stare at the beam. Special precautions are required for Class 3R, 3B and Class 4 lasers. These classes of lasers must not be used for display purposes, except under controlled conditions by a competent qualified operator.
- ☐ No person is to be exposed to radiation above the maximum permissible limits (MPL).

Production companies must comply with and provide the following documentation:

- ☐ Display plans detailing elevation, positions of laser sources, mirrors and target areas with relevant distances and dimensions of calculations of MPL.
- ☐ Control measures in the event of power failure or knocking of the laser device that might result in freezing or displacement of the laser beams.
- ☐ Laser System Standard Operating Procedure that is not more than 12 months old.
- ☐ SDS for any chemicals or substance to be used (i.e smoke hazing).
- ☐ All setup of lasers must follow laser alignment procedure guidelines.
- ☐ Production companies must arrange for laser safety officer/inspector approval of final setup.
- ☐ Please provide copies Public Liability Insurance not less than A$20 million.
- ☐ SWMS outlining installation and operation.

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:** _____

OFFICE USE ONLY

ICC SYDNEY RISK & COMPLIANCE

Permit issued by: _____

Comments: _____

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