MATERIALS HANDLING PERMIT FORM

EQUIPMENT, MOVING PLANT, EWP, LPG, DELIVERY NOTIFICATION

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 AND EVENT DETAILS

Name:

Email:

Phone:

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

Name of event:

Area within the venue activity will occur:

Company:

EQUIPMENT DETAILS (Please list make, quantity and model number of each item)

Supplier's company:

Supplier's contact name:

PLANT EQUIPMENT **NOTE:** The Cutaway prefers electric plant. All plant apart from cranes must have white tyres only.	**Weight Per Vehicle**	**Quantity**	**Additional information**
Pallet truck/jack:			
Forklift:			
Crane:			
Man lift:			
Scissor lift:			
Boom lift:			
Other:			

ON-SITE CONTACT (Provide details for on site supervisor/issue resolution)

First name:

Surname:

Phone:

Email:

DELIVERY DETAILS

Date of delivery:

Date of collection:

Location of Delivery: ☐ Convention Dock ☐ Exhibition Lower Dock ☐ Exhibition Upper Dock ☐ TikTok EntCent Dock ☐ The Cutaway Dock

LIQUEFIED PETROLUEM GAS (LPG) REQUIREMENTS

What size of LPG Cylinders will be onsite? ☐ 15Kg ☐ 18Kg ☐ Others

Amount of LPG cylinders of each type?

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

- ☐ Risk Assessment and/or Safe Work Method Statement (SWMS) submitted with permit.
- ☐ Delivery and Collection Guidelines:
  - ICC Sydney venues only accepts delivery of equipment one day prior to commencement of contracted period.
  - Collection must take place immediately on the last day of the contracted period.
- ☐ Will undertake all work in accordance with the NSW Work Health and Safety (WHS) Act 2011, WHS Regulations 2025, Safe Work NSW Safety Guide for Forklift Operators.
- ☐ All plant operators must have completed the ICC Sydney Contractor induction for the appropriate venue. Please contact inductions@iccsydney.com or cutawayinductions@iccsydney.com for assistance.
- ☐ Will ensure moving plant that are operated at the venue will have beepers set at the lowest level or quaker/ woosher installed.
- ☐ Agree to comply with reasonable requests from relevant ICC Sydney and event organisers staff.
- ☐ Will operate with applicable national licenses to perform high risk work and agree to provide, upon request evidence of appropriate licenses and equipment inspections as required by legislation.
- ☐ Ensure competent spotters (no trainees) are used during periods and in area specified by the venue.
- ☐ Agree to provide appropriate supervision of employees or subcontractors who work as moving plant operators or spotters, whilst on site at ICC Sydney venues and monitor workers for compliance with safety requirements.
- ☐ Agree to report any incidents, injuries, near-misses, property damage, hazards, leaks or spills to ICC Sydney security or loading dock team members immediately.
- ☐ Ensure secure lockable AS 4332-2004 compliant gas cages are provided for any on-site LPG storage.
- ☐ All LPG cylinders must be labelled as per the requirements specified in the SafeWork NSW Code of Practice: Labelling of Workplace Hazardous Chemicals. Any unlabelled or incorrectly labelled material will be removed from site.
- ☐ The removal and disposal of LPG cylinders within 24 hours of end of the tenancy is the responsibility of the ICC Sydney Permit Holder. ICC Sydney reserves the right to charge for disposal of LPG cylinders bottles, at its discretion.
- ☐ Acknowledge that weight limits apply throughout ICC Sydney and are to be adhered to as follows; Exhibition Centre Halls 20kPa, Convention Centre and TikTok EntCent 5kPa, and The Cutaway 15kPa.
- ☐ Acknowledge that forklifts cannot be used within the Convention Centre apart from the loading dock.
- ☐ All forklifts drive at a speed no greater than 5km per hour at all times.
- ☐ Due to restricted weight loading; forklifts, vehicles and other plant are not permitted under the awning on the Exhibition Centre event deck.
- ☐ All plant used at The Cutaway must have white tyres only, apart from cranes.
- ☐ Failure to comply with any mandatory requirements may result in the removal of the permit to operate plant equipment at the venue.

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 AND COMPLIANCE

Permit issued by: _____

Comments: _____

Signed: _____ **Date:** _____

ICC SYDNEY LOGISTICS VALIDATION

Reviewed by: _____

Comments: _____

Signed: _____ **Date:** _____