

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:

PURPOSE

What is the medical activity and what items will be brought on site?

When are the items being used? Include dates and times of operation as well as the location.

How will the items be stored while on site?

Will there be any potential danger from or health issues as the result of the exposure to any persons?

MANDATORY REQUIREMENTS

Please tick the boxes to indicate you have read and understood.

All items must be taken off site for appropriate disposal at the end of the event.

If there are sharps on site, ensure that there is a sharps bin for use during the event and for transporting off site at the end of the event. Sourcing and disposal of sharps bins are the responsibility of the exhibitor/organiser.

Sharps bins must be secured outside of event operational hours.

Please add a tick box. The person performing the activity must seek all government permits required.

DOCUMENTS REQUIRED WITH PERMIT SUBMISSION

Please tick the boxes to indicate these documents are attached.

Risk assessment and Safe Work Method Statement (SWMS) covering health, safety and environmental risks as appropriate.

The operator's medical licences and certification (if applicable).

Copies of any government permits for the activity to take place on site.



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 AUTHORISATION

Permit issued by:

Comments:

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