

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:**

**Location of event:**

**Stand name:**

**Stand no:**

## PURPOSE

**Why is a naked flame being used?**

**How many naked flames are being used?**

## MANDATORY REQUIREMENTS

**Please tick the box 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.

Naked flames must be part of the exhibitor's product range and essential for the product demonstration.

Naked flames may not be used for decorative purposes in exhibitions.

Flammable items such as brochures must not be within close proximity to any naked flame.

Flammable items cannot be located on a stand with a ceiling of any kind.

Where feasible, all candles should be located within an appropriate container to capture melting wax. Incense burning should be in a container to catch any falling ash.

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.

Signage advising persons of a hot surface is to be displayed adjacent to any fire place or hot surface.

Any fire place must be compliant with relevant standards.

Fire places must be operated as per the manufacturer's instructions.

All fuel must be transported, handled and stored as per the relevant Safety Data Sheet. Under no circumstances may fuel be stored on site. Is the fuel deemed hazardous? If so complete the Hazardous Substances Permit Form. If the fuel is LPG, refer to the LPG guidelines.

Naked flames must be monitored at all times; under no circumstances can a stand be unattended whilst a naked flame is lit.

All naked flames must be extinguished 15 minutes before show close each day.

An appropriate fire extinguisher must be located on the stand. The staff on the stand must be trained on the correct operation of the fire extinguisher.

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

ICC Sydney may limit the number of naked flames at its discretion.

Upload photograph of item or activity to assist with review  
Naked flames for dinners should take into account the time required to light them

Naked flames must be in suitable containment  
I.E votives/enclosed candle holders

**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 of its approval 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 approval 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:** \_\_\_\_\_