

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

**Provide details of the pyrotechnics company.
(Include name, address, contact numbers, email)**

**Who is the licensed pyrotechnician on site?
Include licence number, expiry date and contact phone number.**

List the trade names of the products to be used.

Provide a description of the effect(s). Effects such as CO₂ cannons, confetti and flame effects that are not deemed to be pyrotechnics require the 'Other Activities' permit to be completed.

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

All persons conducting a business or undertaking (PCBUs) and workers must comply with Workplace Health and Safety (WHS) legislation and follow safe work practices to ensure, so far as reasonably practicable, the health and safety of all.

The display must not vary from that approved and described.

Only pyrotechnics approved for indoor use by SafeWork NSW can be used.

The setting, wiring and detonation of approved pyrotechnics must be carried out only by the person(s) authorised by the SafeWork NSW. This authorised person(s) must have a current Public Display Fireworks Permit (General Permit) endorsed Theatrical Pyrotechnics.

The quantity of pyrotechnics used at any one time on stage will not result in a burn time exceeding 15 seconds.

At least two suitably trained attendants, each equipped with a 5kg CO₂ fire extinguisher, must stand by immediately prior to and during the detonation of pyrotechnics ready to take appropriate action to prevent damage or injury.

Pyrotechnics must be positioned in such a manner that the licensed pyrotechnician can visually check the safety conditions from the firing position immediately prior to the firing. If the licensed pyrotechnician cannot see the pyrotechnics from the firing position, then there has to be an observer who is also a licensed pyrotechnician who is able to.

The remote control pyrotechnics firing equipment must not be accessible to the public and once set should not be left unattended.

All pyrotechnics must be securely fixed to prevent accidental movement. Associated wiring must be run in a safe manner and secured to prevent persons tripping over the cable or dislodging the pyrotechnics.

Protection is required for all floor surfaces e.g. carpet and stage pieces that come into direct contact with pyrotechnics residue.

At all times the licensed pyrotechnician has the right to give reasonable directions to any member of event staff in order to maintain a safe working environment.

An ICC Sydney fire safety officer is required to be present for the duration of the pyrotechnics display.

Firing point must not be less than 250 metres from a dangerous goods store including LPG storage.

Pyrotechnics used are specifically manufactured and marked for indoor use by the manufacturer.

No pyrotechnic rockets will be used or any devices that will result in pyrotechnic effects above the audience and seating.

Any pyrotechnic devices will be located at least their designated throw distance from combustible props used on stage.

Pyrotechnics to be handled in line with the Explosives Act 2003 (NSW).

ICC Sydney is required to comply with the NSW Explosive Act and Regulations.

ICC Sydney is required to comply with the minor storage requirements of the Explosives Regulation 2013.

ADDITIONAL REQUIREMENTS

Please tick the box to indicate that you have read and understood.

Please note that all companies must be compliant on ICC Sydney's Rapid Global Contractor Management System. All workers must have a valid induction prior to accessing ICC Sydney. For assistance send your request to inductions@iccsydney.com.

Room plan or stand floor plan showing precise location of effect. Risk assessment and/or Safe Work Method Statement (SWMS) covering health, safety and environmental and food safety risks as appropriate.

Photocopy of notification to SafeWork NSW.

Compliance with ICC Sydney Fire Engineering Report and Management in Use Plans. Details can be supplied upon request for the room/area hired.

Certificate of Currency for public liability insurance not less than A\$20 million.

Risk assessment to be attached to permit.

SDS to be supplied.

These documents, and any other document as requested by ICC Sydney from time to time, must be provided to ICC Sydney with the return of this completed permit form.

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/time:** _____