REMOTE OPERATED PLANT PERMIT FORM

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 DETAILS

Business name:

Name:

Email:

Phone: **Mobile:**

Business address:

Name of event (if applicable):

Dates of event:

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

Area within venue activity will occur:

Stand name:

Stand number:

CONDITIONS OF PERMIT

ICC Sydney venues do not permit the use of remote operated plant inside venues or at events, nor generally at other times except with written/explicit permission from ICC Sydney and appropriate safety measures being implemented.

Remote operated plant includes drones, which are remotely piloted aircraft [RPA] under Australian legislation and their operation and safety is regulated by the Civil Aviation Safety Authority [CASA]. Remote operated plant also includes automated guided vehicles which need to adhere to the relevant safety standards and manufacturer requirements.

Using drone technology has implications for privacy. If an organisation covered by the Privacy Act 1988 intends to use drone technology it should do so in accordance with this Act. This would include giving notice to affected individuals regarding collection of their personal information, keeping it secure, and only using and disclosing the personal information as permitted under the Privacy Act.

If use of remote operated plant is authorised, then ICC Sydney must ensure that a satisfactory operational plan is in hand prior to use. This plan must demonstrate a professional requirement for the operation of the remote operated plant and a commitment to operate within the standard operating conditions set by CASA (if using drones) and the relevant safety standards and manufacturer requirements (if using automated guided vehicles).

AN OPERATIONAL PLAN SHALL INCLUDE DETAILS BELOW AS A MINIMUM (Please tick the boxes to indicate you have read and understood)

- ☐ The name of the operator and/or controller of the remote operated plant (who will be regarded as the responsible person)
- ☐ Details and a copy of the responsible person's current remote Pilots Licence (RePL) and/or remotely piloted aircraft operators certificate (ReOC) from CASA as per legislative requirements in the case of drone use. If using automatic guided vehicles, then training in accordance with the relevant safety standards and manufacturer requirements.
- ☐ Details of public liability (insurance must be as per hiring agreement) and SIRA (State Insurance Regulatory Authority) NSW insurances and copies of Certificates of Currency;
- ☐ The purpose of plant operation.
- ☐ The times for commencement and cessation of operation.
- ☐ The geographical extent of the site's property to be covered during the operation.

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- ☐ Identified safety hazards and the appropriate control measures to be implemented and enforced during the operation (e.g. Safe Work Method Statement; CASA operating conditions, site limitations, signage).
- ☐ Details of personnel to be deployed to assist in ensuring the safety of the operation, including their qualifications and experience.
- ☐ Detailed risk assessment must also accompany the operational plan.

Where drone use is authorised and involves still or video photography a flight plan shall also identify potential privacy concerns and the appropriate control measures to be implemented and enforced during and as a consequence of the flight. Minimum details shall include:

- ☐ Evidence that all permissions and releases are in place.
- ☐ Specific details of who will own the intellectual property of the images.
- ☐ That the venue will have full access and if not full ownership, an unlimited licence to use the material for its own (non-commercial if required) purposes.
- ☐ General public notification must be incorporated into the operational activity of the drones.

When operating drones inside ICC Sydney venues, the following requirements must be satisfied:

- ☐ Line of Sight must be maintained with the RPA at all times.
- ☐ The RPA will at no time be operated over crowds of people.
- ☐ The RPA operator will have a current and valid remote pilot license (RePL) and/or RPA operator's certificate (ReOC) as per legislative requirements.
- ☐ The RPA operator must retain manual control of the RPA at all times, RPA's under autonomous operation will not be allowed to operate within the ICC Sydney venues.
- ☐ RPA's must not be allowed to operate once they reach the 25% threshold for power- source depletion.

While exhibiting drones on a stand or an exhibition display the following must occur:

- ☐ The drone needs to isolated from the public.
- ☐ The drone needs to be tethered to the stand or the ground to prevent it from reaching the public.
- ☐ For any remote operated plant that is to be operated externally to ICC Sydney venues, the operator must contact Property New South Wales (PNSW) for the required permits for use within the Darling Harbour Precinct.

ICC Sydney / Cutaway Contractor Induction

- ☐ In line with the Work Health & Safety (WHS) policy at ICC Sydney venues, all contractors conducting work onsite will need to successfully complete a contractor induction prior to arriving on site. For assistance send your request to inductions@iccsydney.com or cutawayinductions@iccsydney.com as appropriate.

PURPOSE AND CONCEPT

Purpose & objective of using remote operated plant:	
Remote operated plant model details (including model name and frequency requirements):	
Operating plan and schedule of operation (including flight speeds, heights and duration of operation):	
Signage and communication strategy to delegates and (if applicable) the General Public:	
Operator details:	
Additional information:	

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SUPPORTING DOCUMENTS

The folowing documents must be attached to the permit submission

☐	**Model specifications: product manual, images, to-scale illustrations**
☐	**Civil Aviation Safety Authority [CASA] remote Pilots Licence (RePL) and/or remotely piloted aircraft operators certificate (ReOC) Drone use Only**
☐	**Competencies for Automatic Guided Vehicles as per relevant safety standards and manufacturer requirements**
☐	**Risk Assessment**
☐	**Safe Work Method Statement**
☐	**Floor plan of operation area**
☐	**Products & Public Liability Insurance Policy (organiser/exhibitor or sponsor & operator) with a minimum of A$20 million**
☐	**Consent letter from main event client (if submitted by exhibitor or sponsor)**
☐	**ICC Sydney / Cutaway WHS online induction**

LEGAL CONSIDERATIONS

The following legal obligations apply and should be clearly understood by the operator

☐	**NSW Work Health Safety Act 2011/ Work Health safety Regulations 2025**
☐	**Civil Aviation Act 1988 (where appropriate)**
☐	**Civil Aviation Safety Regulations 1998 (where appropriate)**
☐	**Civil Aviation Legislation Amendment (Part 101) Regulation 2016 (where appropriate)**
☐	**The Privacy Act 1988**
☐	**Code of Practice: How to Manage Work Health and Safety Risks 2019**
☐	**Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination 2022**
☐	**Code of Practice: Managing the Risks of Plant in the Workplace 2022**

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PERMIT AGREEMENT

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 & COMPLIANCE

Permit issued by:

Comments:

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