VEHICLE DISPLAY PERMIT

The WHS Act 2011 specifies responsibilities of a person conducting a business or undertaking. The activity noted in this permit form has been identified by BCEC as high risk, and as such we require additional information prior to the activity being approved.

We require that you as the event organiser, contractor or exhibitor complete the sections of this permit form applicable to you and submit it to BCEC at **least 14 days prior** to the commencement of the event.

Contact Details					
Applicant Name:		Company:			
Phone:		Email:			
Event Details					
Event Name:		Event Dates:			
Event Space:		Stand Name:		Stand No:	

Vehicle Details	
Name and contact number of delivery person: Name and contact number of person responsible for vehicle whilst on site:	
Vehicle Registration	
Vehicle Make and Model	
Vehicle Dimensions	
Vehicle Weight (Areas of the BCEC have weight restrictions)	
Arrival Date and Time:	
Departure Date and Time:	

Will the vehicle be moving/leaving during the event operational times?

Yes ☐ Provide details:

No ☐

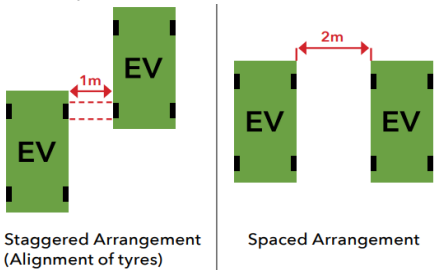
Please refer to the specifications below for lift access to the conference levels.

Please ensure your vehicle dimensions are within these measurements before submitting the permit to BCEC for approval

For vehicles bumping in Via Lift 16 with larger turning circles, it is recommended that a site inspection of the area is carried out by you prior to bumping in.

Any changes to scheduled departure times for vehicles on BCEC Conference levels are subject to approval from BCEC Safety Officer or Security.

Lift No & Location	**Door Access Measurements (Metres)**		**Internal Lift Measurements (Metres)**			
	Width	**Height**	**Width**	**Depth**	**Height**	**Load Limit**
Lift 6 – via Great Hall Loading dock (via Glenelg St)	**2.49m**	**2.48**	**2.5**	**5.15**	**2.46**	**5000**
2nd Preference Lift 16 via Grey St Loading Dock	**2.47**	**2.49**	**2.82 (between Rails 100mm)**	**5.91**	**3.2**	**5000**

Vehicles with Internal Combustion Engines:	Hybrid and Electric Vehicles (EV's)
☐ Vehicle engines are to remain off at all times during display.	☐ Charging of the main Lithium-Ion battery of Hybrid and EV's is not permitted within any area of the BCEC apart from the designated charging points in P1 and P2 carpark
☐ Drip tray to be placed under vehicle.	☐ Whilst on display, trickle down' charge is permitted to the smaller 12v battery only.
☐ Fuel filler cap of the vehicle must be sealed or secured to prevent access by unauthorized persons	☐ Vehicles with elements used for display purposes at events may be operated in '*Accessory Mode'* only.
☐ When displaying and operating 'accessory' elements of the vehicle, any drive functionality must be made inaccessible to patrons, to ensure that the vehicle is safe from movement.	☐ When displaying and operating 'accessory' elements of the vehicle, any drive functionality must be made inaccessible to patrons, to ensure that the vehicle is safe from movement.
☐ Fuel tank of the vehicle must be no more than ¼ full	☐ Outside of '*Accessory Mode'*, vehicles are not to be turned on for any other reason other than entry and exit from the building
☐ Vehicles used for display purposes at events which are operated with 'accessory' elements must be attended to at all times	☐ Vehicles used for display purposes at events which are operated on '*Accessory Mode'* must be attended to at all times
☐ When operating 'accessory' elements for display purposes, vehicle keys are to be secured and made inaccessible to unauthorized persons	☐ When operating 'accessory' elements for display purposes, vehicle keys are to be secured and made inaccessible to unauthorized persons.
☐ Some areas within BCEC may require a 3m gap based upon vehicle weight. Please be specific with vehicle location	☐ Some areas within BCEC may require a 3m gap based upon vehicle weight. Please be specific with vehicle location EVs shall be staggered or spaced greater than 2m apart for fire safety reasons  Staggered Arrangement (Alignment of tyres) Spaced Arrangement
	☐ Consideration must be given to positioning Hybrid or EV's away from other potential fuel loads, to minimize risks of Lithium-Ion battery fire thermal runaway
	☐ Hybrids or EVs within the venue shall not have been in accident that may potentially impact the main high voltage Lithium Ion Battery
	☐ Hybrids or EVs with main high voltage Lithium-Ion Batteries subjected to battery recall or those which have known issues are not permitted to be on display within the venue.
	☐ Hybrids or EVs main high voltage Lithium-Ion Battery charge should be between 30-50% maximum.
	☐ F-500 Lithium-Ion Fire extinguisher to be in place for any Hybrid or EV'S on display at BCEC. If unable to supply own extinguisher BCEC can provide, subject to availability. Charges will apply.

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Mandatory Requirements: Please note - Activity will not be approved unless acknowledged	
☐ You will abide by all BCEC requirements noted on this permit	☐ BCEC Security must be notified on arrival. Vehicles escort may be required due to display location.
☐ Hold a current certificate of public liability not less than $20million	☐ A set of keys for the vehicle is to be supplied to BCEC Security
☐ You have obtained permission from the Event organizer to undertake such activity	☐ Client has provided BCEC with a Floorplan with location of vehicle.

Permit Agreement (to be completed by person responsible for the work to be performed)

This activity has not been authorised to occur at BCEC until written confirmation of its approval is provided by BCEC, and in such circumstance, BCEC 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.
BCEC undertakes regular compliance checks, and you may be required to provide additional evidence in relation to those requirements. If at any time, an activity or operation is considered by BCEC 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, BCEC 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 BCEC for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.
For any additional information regarding the event safety requirement at BCEC please refer to the **BCEC Event Safety and Design guidelines**

Signed:	Date:

BCEC OFFICE USE ONLY

Permit issued by:		Comments:	*Approved / Declined*
Date:		Additional information:	

This activity is not approved until confirmed by the Risk Department.