

Please complete and submit this form to your Event Planner **NO less than 14 days PRIOR** to the bump-in of the event:

**RNA Health, Safety & Risk Team:**

**David Tye** Phone: 07 3253 3942  
**Scott Poole** Phone: 07 3253 3958

**APPLICANT CONTACT DETAILS:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Event Dates:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_  
**Location of Activity:** \_\_\_\_\_

**PERMIT PURPOSE:**

To provide details of activities to be performed, (inclusive of set-up, pack-up and / or performance), by whom they will be performed, and evidence of the Event Organiser's ability to comply with RNA requirements and relevant government legislation, codes of practice, permits etc. The RNA relies on the Client / Suppliers as the subject matter expert to safely perform the activities and as such will require provision of documentation to verify that appropriate hazards and risks have been identified and work processes implemented to eliminate or mitigate these risks. This includes Insurances, Licences, Government Permits, Risk Assessments, Safe Work Method Statements, Event Safety Management Plans etc.

**(Please attach relevant documents as listed below)**

**VEHICLE DETAILS:**

**Vehicle type & model:** \_\_\_\_\_ **Vehicle registration:** \_\_\_\_\_  
**Vehicle dimensions:** \_\_\_\_\_ **Vehicle weight:** \_\_\_\_\_  
(Length x Width x Height)  
**Method of delivery:** \_\_\_\_\_  
**Name & number of delivery person:** \_\_\_\_\_

**MANDATORY REQUIREMENTS:**

**CONFIRMED / ATTACHED**

**Please ensure that any required documentation is attached to this permit when submitted for review:**

- Vehicles must be escorted into position by a human escort (must be on foot and cannot direct from a vehicle).
- The vehicle keys must be stored with RNA Security once the vehicle is in position.
- Drip tray to be supplied by the client and positioned under the vehicle when in displayed position.
- The vehicle fuel tank is to be securely closed prior to commencement of the event and must remain sealed for the whilst the vehicle is on site.
- Appropriate fire extinguisher to be provided by the client and must be stored external to the vehicle and accessible in case of an emergency.
- Certificate of Currency of Public Liability Insurance for minimum \$20 million (Client to supply for the event).
- Is the vehicle registered and in a roadworthy condition?
- Risk Assessment and Safe Work Method Statement to be provided by the client. (Risk assessment or SWMS is only needed when vehicles are being moved during an event).

**PERMIT AGREEMENT:**

This activity is not authorised to occur at the Royal International Convention Centre and / or Brisbane Showgrounds until written confirmation of its approval is provided by an appropriate staff representative of the RNA. The person listed under the Contact Details section of this form is solely responsible for ensuring the accuracy of the information contained within this form. The RNA makes no representation, warranty or guarantee regarding the safety or legality of the activity or the completeness or accuracy of the information that is provided.

RNA staff conduct regular compliance checks, and you may be required to provide evidence of how you manage your legal or regulatory duties. If at any time an activity is considered by an appropriate representative of the RNA as being non-compliant with any legal or regulatory requirement that you have, inconsistent with the information that has been provided in this permit, or jeopardises the safety of people, property or the environment, the RNA reserves the right to postpone or cancel the activity until it is completely satisfied that the concerns have been appropriately addressed and any issues rectified to RNA satisfaction.

By approving this permit the RNA does not accept any liability, loss or damage that may be caused by the activity.



*RNA use only*

### CLIENT ACKNOWLEDGEMENT:

As the client I hereby request approval to conduct the activities noted within this document. In so doing I agree to comply with all (state and federal) statutory obligations including WHS Act 2011 and regulations, local council bylaws, Building Code of Australia and all relevant Australian Standards and Codes of Practice. I further agree to abide by RNA terms and conditions as described in the event contract and / or the RNA Guidelines and perform all activities in accordance with procedures outlined in my submitted documents.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### RNA WORKPLACE HEALTH & SAFETY AUTHORISATION:

PERMIT AUTHORISED BY:

David Tye – Head of Workplace Health & Safety      or       Scott Poole - Workplace Health & Safety Advisor

Comments:

Signature:

Date: