



**PLEASE NOTE FORMS MUST BE RETURNED NO LESS THAN 20 BUSINESS DAYS PRIOR TO THE EVENT**

**CONTACT DETAILS**

*\*MANDATORY FIELD – Please note that forms submitted without the mandatory fields completed will **not** be processed*

*First name:	<input type="text"/>	*Surname:	<input type="text"/>
*Stand name:	<input type="text"/>	*Stand no:	<input type="text"/>
*Company address:	<input type="text"/>	Suburb:	<input type="text"/> Postcode: <input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>
*Name of event:	<input type="text"/>	Event dates:	<input type="text"/>

All organisers or exhibitors wishing to conduct fire and or hot work activities must obtain written approval from PCEC management at least 20 Business Days prior to the event. Each application will be assessed with the safety of the public/attendees as its prime prerequisite. ([PCEC Event Manual](#))

- Risk assessment **must** be provided around hot work/activity carried out.
- Hot Work permit **must** be issued onsite prior to work/activity being carried out. Please liaise with the Event Client onsite prior to commencing work

**Description of hot work/activity to be carried out:**

**Description of equipment to be used:**

**Description of safety precautions to be taken:**

I hereby agree that if the Perth Convention and Exhibition Centre grant permission, I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of  **[insert name of company]**, including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and conditions of Perth Convention and Exhibition Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Name of Authorised Company Officer:	<input type="text"/>	Date	<input type="text"/>
Signature of Authorised Company Officer:	<input type="text"/>		

Name of Authorised Company Officer:	<input type="text"/>	Date	<input type="text"/>
Signature of Authorised Company Officer:	<input type="text"/>		

# FORM 11 HOT WORK REQUEST PERMIT REQUEST FORM



PERTH CONVENTION AND EXHIBITION CENTRE

## SUPPORTING DOCUMENTS

In order to support your application, please provide the following information along with this form:

Risk Assessment

Public Liability Certificate

## VENUE USE ONLY

### VENUE APPROVAL

Authorised by

Date

Signed

### VENUE VALIDATION

Authorised by

Date

Signed

Please return this form along with the Payment Form to [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)