



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"/>
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 utilise LP gas cylinders or appliances 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 pre-requisite. [\(PCEC Event Manual\)](#)

Please read the following general guidelines:

- All installations must comply with all state and federal statutory regulations and current Australian Standards covering installation, dangerous goods and equipment.
- The installation and changeovers/disconnections/reconnections must be carried out by persons licensed to carry out such work.
- Documented safe work procedures for the safe use of LP Gas at public events must be available on site for regulators and should include;
  - Storage and handling of cylinders when not in use
  - Cylinder connection and changeover
  - Leak testing
  - Ignition and extinguishing of appliances
  - Emergency equipment procedures
  - Emergency management plans
  - Training records
- Inspections of LP Gas equipment must be carried out by the exhibitor prior to the first use of equipment, and daily prior to commencement of operations. The [Checklist for Gas Installations in Public Venues](#), available on the [wa.gov.au](#) website, must be completed and kept as a record for regulators.
- PCEC has a hard limit of 30kg of LP Gas indoors at any point in time.
- Exhibitors are limited to one 9kg cylinder per stand unless prior approval is granted by PCEC and not more than 1 cylinder may be placed within 15 metres of another.
- Where more than 1 cylinder is approved per stand, use of hard manifolding is required.
- Cylinders and connections are to be protected from accidental damage and impact and be stored in dry, well-ventilated areas away from heat, ignition and direct sunlight, and should be protected from physical damage and preferably below 45°C.
- Only authorised personnel, who are licensed under the Gas Standards Act 1972 and Gas Standards (Gas filling and Consumer Gas Installations) Regulations 1999, are to operate control devices.
- All gas cylinders are to be removed from the premises at the end of each day and to be stored in the designated gas storage location on the loading dock.
- All sections of the gas storage and any reticulation must be inaccessible to the public, patrons and other exhibitors at all times.
- Cylinders must be firmly secured to prevent falling or being knocked over.
- A 4kg CO2 or 4kg Dry Chemical fire extinguisher is to be provided by the client or exhibitor for each appliance using LP gas.
- Cylinders will be tested, approved for use and stamped as per AG601.
- All gas appliances are to be fit for purpose and must be Certified for Indoor Use.
- Exhibitors must gain approval from the Event Organiser prior to seeking approval from PCEC.

Please refer all enquiries to:

**Building and Energy Division**

Department of Local Government, Industry Regulation and Safety

[be.info@lgirs.wa.gov.au](mailto:be.info@lgirs.wa.gov.au)

Checklist for Gas Installations in Public Venues

It is a requirement that all Exhibitors with the intent to use gas at the venue complete the [Checklist for Gas Installations in Public Venues](#) available on the [wa.gov.au](#) website, and return it with this form to [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au) for approval. There are strict regulations on gas usage indoors and exhibitors who do not receive pre-approval will risk not being able to operate for the event.

For further details please visit <https://www.wa.gov.au/government/publications/the-safe-use-of-lp-gas-public-venues-wa> or contact 1300 489 099.



Gas cylinder details – size, type, expiry date

Licensed Gas Fitter name and license number (including registered state)

Authorised person operating device

## Supporting Documents

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

Risk Assessment     Public Liability Certificate     Gas Checklist

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

Signature of Authorised Company Officer

Date

Name of Authorised Company Officer

Signature of Authorised Company Officer

Date

## VENUE USE ONLY

## Venue Approval

Authorised by

Signed

Date

## Venue Validation

Authorised by

Signed

Date