

Change of details/replacement licence/additional card form

This form is to be completed in accordance with the relevant guidelines available at www.electricalsafety.qld.gov.au or phone 1300 650 662.

1 Current licence - Complete these details exactly as they appear on your electrical licence.

Name on licence _____

Licence number _____

2 Select an option below - go to www.electricalsafety.qld.gov.au to change your address or contact details on-line

- I require a replacement copy of my licence because it has been lost, damaged or destroyed. *(Complete Sections 6 and 7. If you are changing your address details complete Section 5 - Fee applies)*
- I require additional copies of my electrical contractor licence
Number of copies required _____ *(Complete Sections 6 and 7 - Fee applies to each additional copy)*
- I would like to change details that appear on my licence. *(Complete Sections 3, 6 and 7 - Fee applies)*
- I would like to change my address or contact details *(Complete Sections 3 and 7 - No fee applies)*

3 Change of licence details - Please provide your new details below:

Contractor: If your ABN or ACN has changed you will need to complete 'Application for a Queensland electrical contractor licence' (form 18)

Legal name _____

| All new business names must be accompanied by a certificate of registration issued by the Office of Fair Trading | | Add | Remove |
|--|-------|--------------------------|--------------------------|
| Business / trading names | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Worker: Any changes to your family or given names must be accompanied by supporting documentation.

Title _____ Mr / Mrs / Ms / Miss
Family name _____
Given name/s _____

4 Change of address/contact details - no fee attached

Contractor:

Business address
Street No. _____ Street Name _____
Suburb _____ State _____ Postcode _____

Worker:

Residential address
Street No. _____ Street Name _____
Suburb _____ State _____ Postcode _____
Country _____

Contractor and worker:

Postal address
Street No. _____ Street / PO Box _____
Suburb _____ State _____ Postcode _____

Phone _____ Facsimile _____
Mobile _____
Email _____

5 Proof of identification

If you require a replacement copy of your licence because it has been lost, damaged or destroyed **and** you are changing your address details then you will need to provide 100 points of identification. Indicate by ticking in the boxes below which documents you have used to prove your identity.

| Points | | Points | |
|--------|---|--------|---|
| 70 | Birth or citizen certificate (only one) | 35 | Confirmation from employer |
| 70 | Passport | 25 | Debit/credit card (one per financial institution) |
| 40 | Driver's licence | 25 | Store or Medicare card |
| 40 | ID card issued to a public employee | 25 | Club membership card |
| 40 | ID card issued by the Department of Social Security | | |

Declaration:

I am the person authorised to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name _____ Occupation _____
(Please print)

Signature _____ Contact number _____

6 Declaration by the applicant – un-witnessed statements will not be accepted by the department

I _____ am the applicant or am authorised by the applicant to sign this application.

I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature _____ Date _____

Name _____

Witness signature _____ Date _____

Witness name _____

Note: The Department of Justice and Attorney-General may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department or providing a document to the department that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

7 Lodging this form

Please return to:



Department of Justice and Attorney-General
Business and Occupational Licensing
PO Box 820
Lutwyche Qld 4030

Note: A completed application form and the required fee must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgement of your application you are taken to have withdrawn your application. For more details phone: 1300 650 662 (Qld only) or (07) 32474711 (outside Qld).

PRIVACY STATEMENT: The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of the administration of an electrical licence and monitoring compliance under the *Electrical Safety Act 2002*. This also includes publishing your licence details on the department's online register which is accessible by the public. All information provided by you will be managed within the requirements of Information Standard 42. The department may be required to disclose your personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions. This information may also be used for statistical research, information provision and evaluation of our services. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting Electrical Licensing on 1300 650 662. Further information on our privacy policy is available at www.electricalsafety.qld.gov.au.

Office use only

Fee Accepted

No fee applies Not Accepted

Fees paid _____

Receipt number _____

8 Fee—not subject to GST

I enclose a cheque or money order for \$ _____. Cheques are made out to the 'Department of Justice and Attorney-General'

Please debit my credit card for \$ _____

Card type Visa Bankcard Mastercard

Card number

Expiry date Name on card _____

Cardholder's signature _____

Guideline for change of details/replacement licence/additional card form

This guideline is designed to assist you with your application for:

- a change of details on your current electrical work or contractor licence,
- a replacement licence card, or
- an additional licence card.

To be accepted an application must include the completed form and the full fee where applicable. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delay in processing. An incorrect or incomplete application may be considered as withdrawn.

THE APPLICATION FORM

The application form must be the current version of the change of details/replacement licence/additional card form (form 22). See www.electricalsafety.qld.gov.au

Section 1 — Current licence

Write the name and licence number exactly as they appear on your current licence.

To Do

- | |
|--|
| <input checked="" type="checkbox"/> Ensure licence details correct. |
|--|

Section 2 — Select an option below

You must tick at least one box in this section.

Replacement card

Indicate if you require a replacement copy of your licence card because your original card has been lost, damaged or destroyed. The fee for a replacement card is \$24.00. If your address details are no longer current you must also complete sections four and five before completing section six of the form.

Additional card

Indicate if you require additional cards for your electrical contractor licence. Please note that a fee of \$24.00 **per card** applies. Provide the number of additional cards required and go to section six of the form where you will write the total fee.

Change licence details

If you would like to change the details on your licence, such as business names for a contractor licence or family name for a work licence, tick the appropriate box and complete sections three, six and seven. You will receive a new card after changing licence details. The fee for this is \$24.00.

Change address/contact details

Indicate in the box provided if you would like to change your address or contact details and then complete sections four and seven. There is no fee attached to this option.

To Do

- | |
|---|
| <input checked="" type="checkbox"/> Ensure that the appropriate box is ticked. <input checked="" type="checkbox"/> If requesting additional cards of a contractor licence, number of cards required is provided. |
|---|

Section 3 — Change of licence details

Use this section to:

- notify of a change in the legal name on a contractor licence,
- add or remove business/trading names on a contractor licence, or
- change name details on an electrical work licence.

You will receive a new card after changing licence details. The fee for this is \$24.00.

If you have changed the legal name on your contractor licence provide the new name in the space provided. Note that if your ABN or ACN has also changed then you cannot use this form to notify of change and must apply for a new contractor licence using *Application for a Queensland electrical contractor licence* (Form 18), available on the Electrical Safety Office website - www.electricalsafety.qld.gov.au.

If you wish to change your business name details write the name in the space provided and indicate in the appropriate box if the name is to be added or removed from your current licence.

If you change your legal name you must provide a certificate of registration on change of name issued by the Australian Securities and Investments Commission. If you change your legal and/or business name you must also provide an updated certificate of currency or other approved evidence of insurance. A certificate of registration, issued by the Office of Fair Trading, will be required for each new business name you wish to add to your licence.

If the name details on your electrical work licence have changed, please provide the new details in the space provided. Any changes to your family or given names must be accompanied by documentation. Acceptable evidence includes a certificate from the Registry of Births, Deaths and Marriages, such as a change of name certificate or a marriage certificate.

To Do

- Ensure changed details are accurate.**
- If ABN or ACN has changed, submit an Application for a Queensland electrical contractor licence (form 18).**
- If changing a legal name, attach a certificate of registration on change of name.**
- If changing a legal or business name, attach certificate of currency or other approved evidence of insurance.**
- If adding a business name, attach a certificate of business name registration.**
- If work licence name has changed, attach evidence.**

Section 4 — Change of address/contact details

Provide new details in the spaces provided if your address and/or contact details have changed. You do not need to send in evidence of this change. There is no fee for this section.

To Do

- Ensure correct details are provided.**

Section 5 — Proof of identification

This section must be completed only if you have indicated that you require a replacement copy of your licence because it has been lost, damaged or destroyed **and** you are changing your address details. Your personal details must be supported by 100 points of identification utilising the documents and points nominated on the form. You do not need to send in copies of the documents. Persons authorised to complete the proof of identity are listed below and the person must print and sign name and provide contact phone number and occupation on the application form.

- Accountants (registered members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants)
- Bank managers
- Barristers, solicitors or judges
- Clerks of the courts
- Commissioner for Declarations
- Commissioned officers currently serving in the regular defence forces
- Elected representatives of federal, state and territory parliaments and municipal or shire councils

- Holders of statutory offices for which an annual salary is payable
- Justice of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who have been employed continuously for at least five (5) years by their current employer)

To Do

- Proof of identification if you require a replacement licence and you are changing your address details.**
- Check 100 points of identification achieved.**
- Proof of identification declaration signed by an authorised person.**

Section 6 — Declaration

You must sign the declaration on the form to accept the terms and conditions of the application.

The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the eligibility requirements for the duration of the licence.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

To Do

- Ensure the declaration has been signed.**

Section 7 — Lodging this form

Send the completed application form and required supporting documentation to the postal box address provided.

Providing documentation

Documentation in support of your application, e.g. legal name change documentation, should be sent with your application. You must provide copies that have been verified or certified. A copy can be certified by a Justice of the Peace (qualified) or a Commissioner of Declarations, or verified by an authorised officer using the department's Document Declaration form, available on the Electrical Safety Office's website: www.electricalsafety.qld.gov.au

Privacy statement

The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application.

Section 8 — Fee

Note that the fee applies for each additional copy of your contractor licence card that you request. An application will not be accepted unless full payment is received. There is no fee for changing address or contact details.

If you are sending your application in the mail then you can pay by cheque, money order or credit card. Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form.

Please do not post cash in the mail.

To Do

- Pay the full fee where applicable.**

APPLICATION CHECKLIST

- Current licence name and number provided
- Change that you are applying for ticked
- Any change of licence details provided and supporting documentation attached (e.g. evidence of insurance, change of name certificate, or business name registration)
- New details provided if address or contact details changed
- Proof of identification completed if applying for a replacement card and changing address details
- Any applicable fee sent in with application
- Declaration has been signed

NEED MORE INFORMATION?

Contact Information, Registration and Licensing Services, Department of Justice and Attorney-General:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (outside Queensland)
Facsimile: (07) 3247 9453
Website: www.electricalsafety.qld.gov.au