

## Guideline for the renewal, reinstatement or recognition of a Queensland electrical work licence

This guide is designed to assist you with your application for the:

- renewal of your current electrical work licence; or
- reinstatement of your electrical work licence that has been expired for less than one year; or
- recognition of an electrical work licence that has been expired for more than one year.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without a licence.

To be accepted an application must include the completed form and the full fee. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that you meet the eligibility requirements for the licence before submitting your application. An incorrect or incomplete application may be considered as withdrawn or refused and the department will retain a portion of the application fee to offset processing costs.

An electrical work licence is issued for a period of five years and it is the responsibility of the electrical worker to ensure the licence is renewed prior to the expiry date. Approximately one month before your licence expires you will be sent a pre-printed application form for renewal. The form will contain a unique serial number, your licence number and your customer reference number (CRN). These numbers are required to access your individual record if you choose to submit your application on-line. To use the on-line facilities, or to find out more information about electrical licensing, visit the Electrical Safety Office website [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au) and follow the prompts.

### **THE APPLICATION FORM**

#### **Section 1 — Do you wish to renew your licence?**

If you wish to renew your electrical work licence tick the “Yes” box and complete the remainder of the form.

If you do not wish to renew your electrical work licence tick the “No” box and make declaration in the relevant part of section seven. No further details are required.

#### **Section 2 — I would like to renew the following endorsements**

The class/es of electrical work licence you hold are identified in this section. Any endorsements, units of competence, restrictions or conditions attached to your licence are listed in section nine.

Indicate by ticking the appropriate boxes which classes you wish to renew. Those classes of licence not ticked will be expired. For example if you hold licences in the classes of electrical mechanic and electrical linesperson and you choose only to demonstrate that you have maintained your electrical mechanic skills, then simply tick the electrical mechanic class. Your electrical linesperson licence will expire as of the expiry date.

**To Do**

- |   |
|---|
| <input checked="" type="checkbox"/> <b>Tick licences to be renewed.</b><br><input checked="" type="checkbox"/> <b>Leave blank licences not to be renewed.</b> |
|---|

### Section 3 — Contact details

Your contact details held on the electrical licensing system have been pre-printed on the application form. If these details are not correct please provide your correct details in the spaces provided on page two of the renewal form. Do not write over the pre-printed contact details.

If you have changed your name, you will need to provide evidence of the name change (in the form of a certified copy(s) of any supporting documents) with your application. You are not required to send evidence of any other change in contact details.

Remember it is your responsibility to notify of any new contact details within 14 days of change. Current contact details allow the department to easily contact you with important information regarding your licence.

To Do

- Check licence details.**
- Current details correct or provide new details.**
- If family or given names have changed, provide proof of ID.**

### Section 4 — Resuscitation competence

Section 33 (4) of the *Electrical Safety Regulation 2002*.

To be issued a licence you must have been trained in, and declared competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock.

Electrical linespersons must also have been trained in, and declared competent to carry out, resuscitation and rescue at a pole-top or transmission tower on an individual who has stopped breathing or is unconscious because of electric shock.

Exemptions for the resuscitation and or rescue at a pole-top or transmission tower requirements may only be sought on medical grounds that expressly prevent the applicant from carrying out resuscitation and or rescue at a pole-top or transmission tower, but do not otherwise affect the applicant's ability to perform electrical work under the licence. Also, exemptions may only be granted in particular circumstances, where it is reasonable to allow the applicant to carry out electrical work under the licence. Note that if an exemption is granted, the licence is subject to a condition (also printed on the licence) that the applicant must not act in a role for which it is a requirement that the applicant be competent in rescue at a pole top or transmission tower and in resuscitation, including as a safety observer.

You can make declaration of your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. Training certificates must have been issued in the last twelve months. You must have:

- a current statement or certificate of attainment issued by a registered training organisation or
- a statement of attendance or
- another equivalent document stating that you are competent in resuscitation.

As part of the department's auditing regime you may be required to provide evidence in support of your declaration.

To Do

- Resuscitation and/or pole top rescue box ticked.**
- Issue date entered.**
- Evidence of competence retained by applicant for the purposes of future audit.**

## Section 5 — Skills maintenance

Part 3 of the *Electrical Safety Regulation 2002*.

This requirement relates to the eligibility requirements for the renewal of all classes of electrical work licence.

You must be able to demonstrate continued competence in your electrical trade, including knowledge and ability in essential electrical safety principles, such as testing, which ensure the safety of yourself and the community.

There are a number of options available for you to provide evidence of your skills maintenance.

- You can complete **one** of the skills maintenance courses available for your class of work licence (listed below) through a registered training organisation, **OR**
- Complete an online self-paced skills maintenance course and related assessment. This is available at the ESO website at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au). Note that you do not need to send in the certificate for the parts of the skills maintenance assessment that you complete online as successful results are sent automatically to the department. You still need to send in evidence of assessment achieved in other ways, eg, by completing the CD ROM course or assessment through a Registered Training Organisation.

Skills maintenance courses (as at April 2006)	Classes of work licence
An approved industry skills maintenance program for the renewal of an electrical workers licence. Current providers are <ul style="list-style-type: none"><li>• Brisbane North Institute of TAFE</li><li>• Competency Training Pty Ltd</li><li>• Electrical and Communications Association</li><li>• Electro Group Training</li><li>• Ergon Energy ISES</li><li>• Esitrain - Energex</li><li>• Gold Coast Institute of TAFE</li><li>• Power Supply Services and Training</li><li>• Queensland Electrical Training</li><li>• The Bremer Institute of TAFE</li><li>• Tropical North Queensland TAFE</li><li>• Yeronga Institute of TAFE</li></ul>	All licences (check with your training provider)

Contact details for registered training organisations are listed at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

To Do

- Skills maintenance declaration ticked.
- Skills maintenance evidence attached to application (except for completed parts of online skills maintenance assessment).

## Section 6 — Fee

The prescribed fee for renewing or reinstating an electrical work licence for 5 years is \$60.00. An application will not be accepted unless full payment is received. The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 7 the *Electrical Safety Regulation 2002* which can be located at the ESO website: [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

If you are sending your application in the mail then you can currently pay by cheque, money order, credit card or BPay. 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.

You must use BPay if you are submitting an online application. Please do not post cash in the mail.

**To Do**

**Pay the full fee of \$60.00**

### **Section 7 — Declaration**

You must sign the declaration on the form or, if submitting the application online, 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 8 — Lodging this form**

You may either complete and lodge the application online, or send the application to the postal box address provided.

### **Section 9 — Endorsements, restrictions and conditions**

If you hold a restricted electrical work licence the endorsements shown on this application may differ from those on your present licence card. This reflects changes to the National Restricted Electrical Licence (NREL) program of training and assessment. The operation of your licence is not affected, and you can perform the work permitted by your previous licence endorsements.

#### **Providing documentation**

Documentation in support of your application, e.g. skills maintenance, should be sent with your application. If you are lodging on-line you will need to send your supporting documentation immediately after submitting your application. You will be taken to have withdrawn your application if all supporting documentation is not received within 28 days of your application being submitted.

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](http://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.

## **Electrical Safety Office audits**

In the interests of electrical safety the Electrical Safety Office is conducting random licence application audits to ensure that applicants are complying with the legislation. In the event of an audit you will be required to provide certified/verified evidence as detailed on your application.

### **APPLICATION CHECKLIST**

- Licence classes to be renewed are ticked
- Name, address and contact details are correct
- Competent in resuscitation (and pole top rescue for linespersons)
- Skills maintenance complete
- Skills maintenance evidence or declaration enclosed
- Fee sent in with application
- Declaration has been signed

### **APPLICATION FOR REVIEW OR APPEAL OF DECISION**

Under Section 168 of the Electrical Safety Act 2002 (the Act) a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. Under Section 172 of the Act a person (including a corporation or body corporate), whose interests are affected by a disciplinary decision, original decision or review decision may appeal against the decision to the industrial court.

### **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](http://www.electricalsafety.qld.gov.au)