



# Application for review of a licensing decision

FORM 29

V1.01-2004

Electrical Safety Act 2002

Read the guidelines prior to the completion of this form.  
Please print all details.

## 1 Applicant details

Applicant name _____	
Contact name (for a company/corporation)	_____

Postal address	Street / PO Box _____
	Suburb _____ State _____ Postcode _____

Phone _____	Facsimile _____
Mobile _____	Email _____

## 2 Details of the decision you wish to be reviewed

Licence or application number \_\_\_\_\_

Date of decision 

	/		/	
--	---	--	---	--

**Details:** (attach further pages if required)


## 3 Additional information to support your application

(Eg, facts incomplete, incorrect information collected. Refer to the guidelines for details.)


**Note:** Section 169 of the *Electrical Safety Act 2002* provides that an application for the review of decision must be made within 14 days after being told of the decision. The Act provides that if special circumstances exist, an application may be made within 2 months of being told of the decision.

Is your application late?  No  Yes **If yes, you must provide details of special circumstances.**

Applicant's signature \_\_\_\_\_ Date 

	/		/	
--	---	--	---	--

### OFFICE USE ONLY

Application received on	<table border="1"><tr><td> </td><td>/</td><td> </td><td>/</td><td> </td></tr></table>		/		/		Review decision made on	<table border="1"><tr><td> </td><td>/</td><td> </td><td>/</td><td> </td></tr></table>		/		/	
	/		/										
	/		/										
Request for further information sent	<table border="1"><tr><td> </td><td>/</td><td> </td><td>/</td><td> </td></tr></table>		/		/		Decision advised in writing on	<table border="1"><tr><td> </td><td>/</td><td> </td><td>/</td><td> </td></tr></table>		/		/	
	/		/										
	/		/										
Confirmation notice sent	<table border="1"><tr><td> </td><td>/</td><td> </td><td>/</td><td> </td></tr></table>		/		/		Time limitation complied with:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	/		/										

**Privacy statement:** The Department of Industrial Relations respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of recording your application for a review of a licensing decision. This information will be managed within the requirements of Information Standard 42 and the *Electrical Safety Act 2002*. The Department may be required to disclose your personal information to other government agencies (as may be required by law) and will not disclose to any other party without your prior consent. Further information on our privacy policy is available at [www.dir.qld.gov.au](http://www.dir.qld.gov.au)

## Guideline for application for review of a licensing decision

This guideline is designed to assist with your application for a review of a licensing decision.

Under the *Electrical Safety Act 2002*, a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. For example, you have been refused a licence or have had conditions or restrictions included on your electrical licence.

### Section 1 — Applicant details

Provide the applicant's details in the space provided. If the applicant is a business, provide a contact name in addition to the business name.

To Do

- Personal details complete and current.

### Section 2 — Details of the decision you wish to be reviewed

Write your licence number or application number and the date of decision in the space provided. The application number is located on the top of the letter informing you that your licence application was unsuccessful.

Write the details of the decision in the space provided. Include a complete description of the licence you applied for, for example, electrical contractor, electrical mechanic, restricted electrical work licence in electronics units of competence 1, 3 and 5. Also provide the reasons given for refusal or for the conditions or restrictions included on your licence. Do not include your reasons for applying for a review of the decision in this section, only a description of the decision itself.

To Do

- Licence or application number provided.
- Date of decision provided.
- Details of the decision provided.

### Section 3 — Additional information to support your application

Write additional information to support your application in the space provided. The information you provide in this section will be considered in the review of the licensing decision.

You should address the reasons given for refusal or conditions/restrictions that were provided in your letter from the Department of Employment and Industrial Relations. You must be able to provide documents and evidence that support your application and clarify that you meet the eligibility requirements for an electrical licence. This evidence may include copies of course results, statements from employers, interstate electrical licences, etc. Attach supporting documentation to your application.

To Do

- Additional information to support your application provided.

## Late applications

You must make your application for review of a licensing decision within 14 days of being told of the decision (*s.169 Electrical Safety Act 2002*). If you are not able to apply within 14 days you must provide details of special circumstances.

If you are applying within 14 days of receiving your refusal notice, tick the 'no' box and continue with the application.

If you are applying after 14 days of receiving your refusal notice tick the 'yes' box to indicate that your application is late and attach a separate page detailing the special circumstances that delayed your application. These circumstances will be taken into consideration when deciding whether to proceed with a late application.

You cannot apply for review after two months of being told of the decision.

**To Do**

Details of special circumstances for late applications provided where necessary.

## Signature

Sign the application and write the date in the space provided.

**To Do**

Application signed and dated.

## Providing documentation

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.deir.qld.gov.au](http://www.deir.qld.gov.au).

## Privacy statement

The Department of Employment and Industrial Relations respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application.

## **APPLICATION CHECKLIST**

- Applicant details provided
- Details of the decision to be reviewed provided including licence/serial number
- Additional information to support application provided
- Supporting documentation attached
- Details of special circumstances attached if application is late
- Form signed and dated

Failure to provide all required information may lead to delays in processing your application.

## **Lodging the form**

Completed applications should be sent to:

Senior Industry Liaison Officer  
Electrical Safety Office  
GPO Box 69  
Brisbane Qld 4001

## **What happens next?**

The Electrical Licensing Committee is the body responsible for hearing reviews on licensing decisions and taking disciplinary action in relation to electrical licences. The committee is an independent statutory committee and is made up of stakeholder representatives. For more information on the Electrical Licensing Committee, visit [www.deir.qld.gov.au](http://www.deir.qld.gov.au).

Written confirmation of your application will be sent to you once the Electrical Licensing Committee is satisfied that sufficient information to hear the review has been sent with your application. Your application will be reviewed at the next available meeting of the committee.

A review decision will be made that either confirms or varies the original decision, or sets aside the original decision and makes a decision in its place.

You will receive written notice of the result within 14 days after the new decision has been made.

## **NEED MORE INFORMATION?**

For more information on licensing requirements visit the Electrical Safety Office's website, [www.deir.qld.gov.au](http://www.deir.qld.gov.au) or call Infoline 1300 650 662