

# Application for electrical work licence/permit (other than apprentice)

**FORM 11**  
**V8.06-2009**  
*Electrical Safety Act 2002*

(please note, use Form 38 if you are applying for an additional electrical work training permit)

This form is to be completed in accordance with the relevant guidelines available at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au) or phone 1300 650 662. Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee. If you are applying for a restricted electrical work licence use Form 21

Electrical mechanic     Electrical fitter     Electrical linesperson     Electrical joiner

Do you hold or have you ever held a Queensland electrical work licence?  Yes    Licence number \_\_\_\_\_  No

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?  Yes  No

## 1 Applicant details — Please complete in block letters

Title \_\_\_\_\_ Mr / Mrs / Ms / Miss

Family name \_\_\_\_\_

Given name/s \_\_\_\_\_

Middle name/s \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential  
address

Street No. \_\_\_\_\_

Street \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Postal  
address

Street No. \_\_\_\_\_

Street / PO Box \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Phone \_\_\_\_\_

Facsimile \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## 2 Proof of identification

If you have never held a Queensland electrical work licence or training permit 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**

70

Birth or citizen certificate (only one)

70

Passport

40

Driver's licence

40

ID card issued to a public employee

40

ID card issued by the Department of Social Security

**Points**

35

Confirmation from employer

25

Debit/credit card (one per financial institution)

25

Store or Medicare card

25

Club membership card

### 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 \_\_\_\_\_

(Please  
print)

Occupation \_\_\_\_\_

Signature \_\_\_\_\_

Contact number \_\_\_\_\_

## 3 All applicants must complete either section 3 (A) or section 3 (B)

### A Interstate/New Zealand qualification — attach a verified or certified copy of your **current** licence, permit, certificate or other authority

I hold a **current** electrical work licence, permit, certificate or other authority issued by the Commonwealth, another state or territory, or New Zealand that is equivalent to the Queensland electrical work licence.

Licence/permit/  
certificate number \_\_\_\_\_

Where issued \_\_\_\_\_

Expiry date \_\_\_\_\_

Licence category \_\_\_\_\_

**Go to section 5**

**B Relevant/other qualification**

I have a **current** Queensland electrical licence and I am applying for an additional class on that licence. (Please ensure that you have supplied your licence number in the section at the top of page one.) **OR**

I do not hold an Electrical Work Licence, I have obtained either:

- A tradesperson's certificate issued by Trades Recognition Australia; **OR**
- A certificate of proficiency issued by the Australian Defence Force; **OR**
- A certificate of completion of apprenticeship issued by a state training authority: **OR**
- Offshore Technical Skills Record issued by a Registered Training Organisation.

Certificate category: \_\_\_\_\_

I am applying for an electrical jointer or electrical linesperson licence on the basis of qualifications, skills and experience I acquired in Australia prior to 1 October 2002. Attach verified or certified copies of documents supporting your application.

**4 Completion statement** - If you have not been issued with a completion statement from a SRTO then you will be issued with an electrical work training permit.

I have completed the required training under a SRTO and have confirmed with my SRTO that my completion statement has been forwarded to the department.

Name of SRTO \_\_\_\_\_

Student Number \_\_\_\_\_

Where issued \_\_\_\_\_

**5 Resuscitation competence (CPR)** – CPR must have been issued within the last 12 months, CPR is not required for the issue of a training permit

I am competent to carry out resuscitation Issue date of qualification/certificate/training \_\_\_\_\_

I am competent to carry out pole top rescue (electrical linesperson only) Issue date of qualification/certificate/training \_\_\_\_\_

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

I \_\_\_\_\_ am the applicant.

I meet the requirements for an electrical work licence. If issued an electrical work licence I will continue to meet the eligibility requirements for an electrical work licence under the *Electrical Safety Regulation 2002*.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

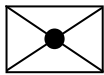
Witness signature \_\_\_\_\_

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** - You may lodge your application by mail to:



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

**Note:** A completed application form and the full fee must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgment of your application you are taken to have withdrawn your application. 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 of the *Electrical Safety Regulation 2002* which can be located at the ESO website: [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au). 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 applying for the issue of an electrical work licence/permit 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](http://www.electricalsafety.qld.gov.au).

**Office use only**

CPR   
Pole top

**Licensing decision:**

Withdrawn   
Refused   
Approved   
Permit   
Licence

Restrictions / conditions:

Fees paid \_\_\_\_\_  
Receipt number \_\_\_\_\_

**8 Fee** — not subject to GST

I enclose a cheque or money order for \$60.00. Cheques are made out to the 'Department of Justice and Attorney-General'

Please debit my credit card for \$60.00

**Card type**      Visa                       Bankcard                       Mastercard

**Card number**

**Expiry date**          **Name on card** \_\_\_\_\_

**Cardholder's signature** \_\_\_\_\_

## Guideline for the application for an electrical work licence/permit (other than apprentice)

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

- an electrical work licence if you did not complete an apprenticeship,
- an electrical work training permit, or
- an additional class (sometimes called endorsement) on your current Queensland electrical work licence.

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

An electrical work training permit allows a person to undertake training and gain the experience necessary to meet the eligibility requirements for an electrical work licence. Permit holders may be required to complete a structured, on-the-job training program coordinated by a supervising registered training organisation. Note, electrical apprentices, trainees or students other students of electrical work supervised by teaching staff are not required to hold an electrical work training permit to complete training.

To be accepted an application must include the completed form and the full fee. 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 and the department will retain a portion of the application fee to offset processing costs.

### **THE APPLICATION FORM**

The application form must be the current version of the Application for electrical work licence/permit (other than apprentice) (form 11). See [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)

Tick the appropriate box to indicate the licence class/es you are applying for.

If you have a current electrical work licence and are applying for an additional class on that licence then tick only the class that you are applying for. For example, if you currently hold an electrical fitter licence and you are applying for an electrical mechanic class you would tick only 'electrical mechanic'.

If you wish to apply for a restricted electrical work licence you must complete an *Application for a restricted electrical work licence/permit (other than electrical apprentice)* – form 21.

### **Do you hold or have you ever held a Queensland electrical work licence?**

If you hold or have ever held a Queensland electrical work licence tick the "Yes" box, write your licence number in the space provided and complete the remainder of the form.

If you do not hold or have never held a Queensland electrical work licence tick the "No" box and complete the remainder of the form.

### **Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence**

If you have ever applied for and withdrawn a previous application, or been refused a Queensland electrical work licence or training permit tick the "Yes" box and complete the remainder of the form.

If you have never applied for and withdrawn a previous application or been refused a Queensland electrical work licence or training permit tick the "No" box and complete the remainder of the form.

**To Do**

- Ensure that at least one class of licence is ticked.**
- Licence or permit number provided where applicable.**

## Section 1 — Applicant details

Provide your personal details in the space provided, including your date of birth and registration number from your Supervising Registered Training Organisation. Failure to provide all required information may lead to delays in processing your application.

To Do

**Personal details complete and current.**

## Section 2 — Proof of identification

If you have previously held a Queensland electrical work licence or training permit then you do not need to complete this section. Make sure your licence or permit number is filled in on the top of page one and go to section 3.

If you have not previously held a Queensland electrical licence or training permit, proof of identification is required. Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. You do not need to send the documents with this application. Persons authorised to complete the proof of identity are listed below. The authorised person must print and sign their name, provide a contact phone number and write their occupation as selected from the list below:

- 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

- Check 100 points identification achieved.**  
 **Proof of identification declaration signed by an authorised person.**

## Section 3 A— Interstate/New Zealand qualification

All applicants must complete **either** section three A **or** section three B.

Complete this section if you hold a current electrical work licence, permit, certificate or other authority issued by another Australian state or territory or New Zealand that is equivalent to a Queensland electrical work licence. Write the details of your current licence/authority in the space provided.

The following table lists the electrical work licences issued by other states, territories and New Zealand that are recognised as the equivalent to a Queensland electrical work licence. If you hold one of the exact external licences listed below you can work within the scope of that licence in Queensland without having to apply for a Queensland electrical work licence.

External licence	Equivalent Queensland licence
<b>New South Wales</b> <ul style="list-style-type: none"> <li>• Qualified supervisor certificate-electrician (endorsed Q)</li> <li>• Qualified supervisor certificate-electrician</li> <li>• Contractor licence endorsed 'electrical wiring work (electrician)'</li> </ul>	electrical mechanic electrical mechanic electrical mechanic
<b>Victoria</b> <ul style="list-style-type: none"> <li>• Electrician's licence</li> </ul>	electrical mechanic
<b>South Australia</b> <ul style="list-style-type: none"> <li>• Electrical workers registration - any electrical work</li> </ul>	electrical mechanic
<b>Tasmania</b> <ul style="list-style-type: none"> <li>• Electrical technician's licence</li> <li>• Electrician's licence</li> <li>• Electrical Practitioner's Licence</li> </ul>	electrical mechanic electrical mechanic electrical mechanic
<b>Western Australia</b> <ul style="list-style-type: none"> <li>• 'A' grade electrical workers licence – endorsed 'all electrical work'</li> <li>• 'A' grade electrical workers licence - endorsed 'electrical mechanic'</li> <li>• 'A' grade electrical workers licence - endorsed 'electrical mechanic and electrical fitter'</li> <li>• 'A' grade electrical workers licence - endorsed 'electrical fitter'</li> </ul>	electrical mechanic electrical mechanic electrical mechanic electrical fitter
<b>Australian Capital Territory</b> <ul style="list-style-type: none"> <li>• Unrestricted electrician licence</li> </ul>	electrical mechanic
<b>Northern Territory</b> <ul style="list-style-type: none"> <li>• Electrical workers' licence endorsed electrical mechanic</li> <li>• Electrical workers' licence endorsed electrical fitter and mechanic</li> <li>• Electrical workers' licence endorsed electrical fitter</li> </ul>	electrical mechanic electrical mechanic electrical fitter
<b>New Zealand</b> <ul style="list-style-type: none"> <li>• Practising licence for registered electrician</li> </ul>	electrical mechanic

If you have one of the licences listed above and wish to apply for a Queensland electrical work licence then you may do so on the basis of mutual recognition. In this case, you will need to attach a verified or certified copy (see Section 7) of your current licence and a completed mutual recognition statutory declaration.

If you hold an interstate or New Zealand electrical work licence or authority that is not listed above and you wish to perform electrical work in Queensland then you **must** apply for a Queensland electrical work licence. You can do this on the basis of mutual recognition. Attach a verified or certified copy of your current licence and a completed mutual recognition statutory declaration.

Both the interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website.

**To Do**

- Details of licence/authority provided.**
- Verified or certified copy of licence/authority attached.**
- Completed mutual recognition statutory declaration attached.**

### Section 3 B—Relevant/other qualification

All applicants must complete **either** section three A **or** section three B.

There are three options for this section:

1. If you have a current Queensland electrical licence and are applying for an additional class on that licence tick the box provided. For example, you would select this option if you have an electrical fitter licence and wish to add the electrical mechanic class to your licence.

Make sure you have ticked the additional class of licence you are applying for and have provided your current licence number in the spaces provided at the top of page one.

**OR**

2. Indicate if you have obtained either:

- a Australian Recognition Tradesperson Certificate (**'tradesperson's certificate'**) issued by Trades Recognition Australia, or
- a **certificate of proficiency** as an electrical fitter/mechanic (or equivalent) relating to your service in the Australian Defence Force, or
- a **Certificate of Completion** of apprenticeship issued by a state training authority, or
- a **Offshore Technical Skills Record** issued by a Registered Training Organisation.

If you have obtained a **tradesperson's certificate** issued by Trades Recognition Australia, tick the appropriate box and write the certificate category in the space provided.

A tradesperson's certificate is obtained by making application to Trades Recognition Australia. Trades Recognition Australia is responsible for evaluating electrical qualifications for permanent Australian residents who developed their skills through means other than an Australian apprenticeship. For example, applicants from overseas or the Australian Defence Force wishing to obtain a Queensland electrical work licence may apply for a tradesperson's certificate.

For further information on a tradesperson's certificates, Trades Recognition Australia can be contacted at GPO Box 9879 Melbourne VIC 3001, telephone (03) 9954 2537.

You must attach a verified or certified copy of your tradesperson's certificate.

If you have obtained a **certificate of proficiency** as an electrical fitter/mechanic (or equivalent) as the result of training in the performance of electrical work with the Australian Defence Force, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

If you have obtained a **Certificate of Completion** of apprenticeship issued by a state training authority, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

If you have obtained a **Offshore Technical Skills Record** issued by a Registered Training Organisation, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

**OR**

3. Tick the box if you are applying for an electrical jointer or electrical linesperson licence on the basis of qualifications, skills or experience you acquired within Australia prior to 1 October 2002. You will need to attach evidence of your qualifications. Call our licensing Infoline on 1300 650 662 for details.

To Do

- Additional class on your current licence indicated, or**
- Tradesperson's certificate or certificate of proficiency indicated, Certificate of Completion or Offshore Technical Skills Record, or**
- Electrical jointer or linesperson application based on qualifications acquired before 1 October 2002 indicated.**
- Supporting documentation attached.**

## Section 4 — Completion statement

If you have completed a course of training with a Supervising Registered Training Organisation (SRTO) then you will need to confirm that your completion statement has been forwarded to the department before you submit your application. Provide the name, state of issue and the student number of the SRTO in the space provided on the form. Failure to provide all required details may lead to delays in processing.

To Do

- Confirmed that your completion statement has been forwarded to the department.**

## Section 5 — Resuscitation competence (CPR)

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

To be issued an electrical work 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 be issued within the last 12 months and continue for a least one month after the restricted electrical licence application date.

- a current statement or certificate of attainment, or
- a statement of attendance, or
- another equivalent document stating that you are competent in resuscitation.

Attach evidence of your competence to perform resuscitation to your application.

To Do

- Resuscitation and/or pole top rescue box ticked.**
- Issue date provided.**
- Evidence of resuscitation/pole top rescue competence attached.**

## 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 is signed.**

## Section 7 — Lodging this form

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

### Providing documentation

Documentation in support of your application, e.g. evidence of your competence in resuscitation, should be sent with your application. If all supporting documentation is not received within 28 days of your application being submitted, you will be taken to have withdrawn 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](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 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.

For more information regarding the procedures please visit [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au) or call our Licensing Infoline on 1300 650 662 or for callers outside Queensland (07) 3247 4711.

## Section 8 — Fee

The prescribed fee for applying for an electrical work licence is as per the application form. The term of the licence is 5 years. 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).

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 as per the application form

## **APPLICATION CHECKLIST**

- Licence class/es ticked
- Applicant details provided
- 100 points achieved for proof of identity
- Proof of identification declaration signed by authorised person
- Either section 3A (interstate qualification) or 3B (relevant/other qualification) completed and required documentation attached
- Completion statement forwarded to the department
- Competent in resuscitation (and pole top rescue for linespersons)
- Full 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)