

Application for electrical work licence (permit holders)

This form is to be completed in accordance with the relevant guidelines available at 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.

Write your electrical work training permit number below - If you have held multiple permits provide your most recent permit number

Permit number _____ Permit Expiry Date _____

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 Name	_____
	Suburb	State	Postcode

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

Phone	_____	Facsimile	_____
Mobile	_____		
Email	_____		

2 Completion statement

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 _____

3 Resuscitation competence (CPR) – must be issued within the last 12 months

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 _____

4 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.

5 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 lodgement 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.

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.

Office use only

CPR
Pole top

Licensing decision

Withdrawn
Refused
Approved

Fees paid _____

Receipt number _____

Restrictions/conditions:

6 Fee—not subject to GST

- I am applying within 6 months of being issued with a permit and do not need to pay the fee.
- 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 holders)

This guide is designed to assist you with your application for an electrical work licence on the completion of your training under an electrical work training permit.

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. 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 an electrical work licence (permit holders) (Form 31). See www.electricalsafety.qld.gov.au

Write your electrical work training permit number and permit expiry date

Write your permit number in the space provided. If you have held more than one permit, provide your most recent permit number and permit expiry date.

If you do not hold or have never held an electrical work training permit then you cannot use this form to apply for an electrical work licence. Visit the Electrical Safety Office website or call Infoline 1300 650 662 for further information.

To Do

Permit number and permit expiry date provided

Section 1 — Applicant details

Provide your personal details in the space provided, including your date of birth. Failure to provide all required information may lead to delays in processing your application.

To Do

Personal details complete and current.

Section 2 — Completion statement

Your Supervising Registered Training Organisation (SRTO) will determine completion of your training requirements and consequently issue a completion statement. Tick the box to confirm that your completion statement has been forwarded to the department by your SRTO. Provide the name and student number of your SRTO in the space provided on the form.

To Do

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

Section 3 — Resuscitation competence (CPR)

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 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 4 — 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 5 — 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.

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 6 — Fee

If you complete your training within 6 months of being issued with a permit then you do not need to pay the application fee for an electrical work licence. Tick the appropriate box and proceed to the declaration.

If you are applying for an electrical work licence after 6 months of the issue date of the permit then you will need to pay the application fee. The prescribed fee for applying for an electrical work licence is as per the application form. 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.

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 application form

APPLICATION CHECKLIST

- Licence class/es ticked
- Applicant details provided
- Proof of identification declaration signed by authorised person
- 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