

Form 31

Application for electrical work licence (permit holders)

V13.06-2014

Electrical Safety Act 2002

INSTRUCTIONS: Read the guidelines when completing this application form. Details of supporting documents required are outlined in the guidelines. The guideline sections align with this form's section numbers.

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:	

Section 1 - Applicant Details

Please complete in **BLOCK** letters

Title: Mr / Mrs / Ms / Miss / Other			
Family name:			
Given name/s:			
Middle name/s:			
Date of birth:			
Residential address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Enter "as above" if postal address is the same as residential address.			
Postal address:	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode
Phone:		Facsimile:	
Mobile:			
Email:			

Section 2 - Completion statement

<input type="checkbox"/> I have completed the required training under a Supervising Registered Training Organisation (SRTO) and have confirmed with my SRTO that my completion statement has been forwarded to the department.	
Name of SRTO:	
Student number:	
Where issued:	

Section 3 - Resuscitation competence (CPR)

CPR certificate must have been issued within the last 12 months. CPR is not required for the issue of an electrical work training permit.	
<input type="checkbox"/> I have been trained in, and am competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock. I am able to prove my competency by providing documentation which is current at the time of this application. I can make this documentation available for auditing purposes.	
CPR issue date of qualification/certificate/training:	
And (for an electrical linesperson only)	
<input type="checkbox"/> I have been trained in, and am competent to carry out, resuscitation and rescue at a pole-top or transmission tower (PTR) on an individual who has stopped breathing or is unconscious because of electric shock. I am able to prove my competency by providing documentation which is current at the time of this application. I can make this documentation available for auditing purposes.	
PTR issue date of qualification/certificate/training:	

Section 4 - Declaration by the applicant

An un-witnessed declaration 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 2013.

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.

Section 5 - Lodging this form

You may lodge your application by mail to:
Department of Justice and Attorney-General
Electrical Safety Office Licence Processing Services
PO Box 820
Lutwyche Qld 4030

or
Fax: (07) 3874 7670

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. Any refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013 which can be located on the Electrical Safety Office website: www.electricalsafety.qld.gov.au. For more details phone: 1300 362 320 (Aust only) or (07) 3225 2556 (outside Aust).

Privacy statement:

The Department of Justice and Attorney-General is collecting your personal information in order to process your application for an electrical work licence (permit holder) in accordance with the *Electrical Safety Act 2002*. The department may be required to disclose your personal information to the prescribed electricity entities in Queensland and other Australian and New Zealand electrical regulators or as otherwise required by law. Your information will be disclosed to a third party contractor to print and send you your licence card, and licence renewal requests. This information may also be used to provide you with electrical safety updates, for statistical research, for auditing purposes, evaluation and reporting of our services. This includes publishing your licence details on the department's online register which is accessible by the public.

Section 6 - Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee **MUST** be included. Failure to do so will delay the processing of your application.

Fee is not subject to GST. Please refer to the "Fee Schedule" on the Electrical Safety Office website www.electricalsafety.qld.gov.au

I have completed my training, confirmed with my SRT0 that my completion statement has been forwarded to the department and am applying within 6 months of being issued my permit (no fee applies).

I have enclosed a cheque or money order

Please debit my credit card for the amount of \$ _____

Address receipt to be sent to (if different from address stated in section 1):

Unit/Building No.	Street No.	Street name/PO Box
Suburb/Town/Locality	State	Postcode

Cardholder authorisation details

Name on card:	
Cardholder's signature:	

Licence Processing Services to detach this section after payment processed.

Credit card details			
Card:	<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard		
Name on card:			
Card Number:			Expiry date:

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.

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 www.electricalsafety.qld.gov.au or call Electrical Safety Office Licensing Processing Services on 1300 362 320 for further information.

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.

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 of your SRTO and your student number issued by the SRTO in the space provided on the form.

Section 3 - Resuscitation competence (CPR)

Section 42(4) of the Electrical Safety Regulation 2013

To be issued a licence other than an electrical work training permit, 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 (PTR) on an individual who has stopped breathing or is unconscious because of electric shock.

You can make a declaration of your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. **Please note; course competency must include physical demonstration of CPR skills and knowledge on a manikin. Solely computer based systems do not fulfil this requirement.** Training certificates must be issued within the last 12 months and be current at the time of application received by the department. You must have:

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

Exemption from resuscitation competence may be granted on medical grounds. Where an exemption is granted, the licence issued will have conditions, detailed on it, that the holder must not act in a role, for example as a safety observer, where they may be required to rescue or resuscitate a person.

Section 4 - Declaration

You must sign **in the presence of a witness** the declaration on the form to accept the terms and conditions of the application. **The witness may be any person older than 18 years of age and they must sign and complete the appropriate section after you have completed and signed the form.** 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 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.

Section 5 - Lodging this form

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

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office conducts 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.

Section 6 - Payment of fee

A list of fees can be located at the Electrical Safety Office website www.electricalsafety.qld.gov.au.

The department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. Any refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website www.electricalsafety.qld.gov.au.

You can pay by completing the fee section of the form as per your payment details. If application is within six months of permit issue date no fee is applicable.

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 mail cash.

Application checklist

- Permit number and expiry date provided
- Applicant details provided
- Completion statement details provided and confirmation received from your SRTO that completion statement has been forwarded to the department
- Competent in resuscitation (and pole top rescue for linespersons) details provided
- Full fee sent in with application (if more than 6 months from permit issue date)
- Declaration has been signed by nominated person and signature of witness completed

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 Queensland Civil and Administrative Tribunal (QCAT).

Need more information?

Contact: Electrical Safety Office Licence Processing Services, Department of Justice and Attorney-General.

Telephone: 1300 362 320 (within Australia)

Telephone: (07) 3225 2556 (outside Australia)

Facsimile: (07) 3874 7670

Website: www.electricalsafety.qld.gov.au

Email: LPS@justice.qld.gov.au

Electrical Worker Licensing Fee Guide

The below amounts are correct as of 1 July 2014 and are available online at www.electricalsafety.qld.gov.au

Title of Form	Fee
Form 10 - Application for electrical work licence (apprentice)	\$ 70.70
Form 11 - Application for electrical work licence (other than apprentice)	\$ 70.70
Form 21 - Application for restricted electrical work licence/permit (other than apprentice)	\$ 70.70
Form 38 - Application for an additional Queensland electrical work permit	\$ 70.70
Form 12 - Application for renewal/reinstatement/recognition of an expired Queensland electrical work licence	\$ 70.70
Form 31 - Application for electrical work licence (permit holders)	\$ 70.70
Form 22 - Change of details/replacement/additional card	\$ 27.85

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