

**Form 18**

# Application for a Queensland electrical contractor licence

Vo1.01.2019

Electrical Safety Act 2002

All business, company and trading names must be registered with the Australian Securities and Investments Commission.

The nominated qualified technical person (QTP) and qualified business person (QBP) must be either:

- for a sole trader – the applicant or an employee
- for a partnership – a partner or employee
- for a corporation – an executive officer or employee of the corporation.

**Please complete all fields in BLOCK LETTERS**

## Section 1 Applicant details

What scope of electrical work will be carried out under the licence?

- Unrestricted - Allows all electrical work. Including installation work.
- Restricted - Limited to work permitted by the work licence of the nominated qualified technical person.
- Restricted - Testing and tagging work only
- Restricted - Electrical work carried out as a practising electrical engineer.

Will the applicant be conducting the business as:  a corporation  a partnership  an individual

Legal name	
ACN	ABN

Note: The ACN and ABN must be attached to the legal name entered above. Corporations must supply an ACN

Registered business/Trading name/s
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## Section 2 Contact details

**You must provide a current email address to receive electrical licence renewal information**

Phone	Mobile
Email	

**Your business and postal address must be within Australia**

**Business address (cannot be a PO BOX)**

Unit/Building No.	Street No.	Street Name		
Suburb/Town/Locality		State	Postcode	

Is your postal address the same as your business address above?  YES  NO

If NO please provide the following details

**Postal address**

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

### Section 3 Insurance requirements

The applicant must hold the relevant insurance required under s51 of the *Electrical Safety Regulation 2013*. The policy must be held in the legal name under which the application is made. Please provide details of your insurance policy below.

**You are not required to provide copies of your insurance certificate with this application**

Have you confirmed with your insurer that your insurance policy meets the requirements of s51 of the <i>Electrical Safety Regulation 2013</i> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of insurer	
Policy number	Expiry date

### Section 4 Qualified technical person (QTP)

#### 4.1 QTP details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		
Family name		
Given name/s		
Middle name/s		
Date of birth	Phone number	Email

#### 4.2 QTP history

	YES	NO
Have you been refused or disqualified from holding an electrical licence/registration in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had an electrical licence/registration cancelled or suspended in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been subject to disciplinary action under the <i>Electrical Safety Act 2002</i> or corresponding law of another jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been issued with an improvement notice, electrical safety protection notice or infringement notice for which there is outstanding payment or rectification?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered YES to any of the above questions you will be contacted for further information.

#### 4.3 QTP eligibility

##### UNRESTRICTED LICENCE

You must hold a Queensland electrical mechanic licence for at least two years, or a Queensland electrical mechanic licence issued under mutual recognition of a licence held for at least two years.

Queensland electrical work licence number	Expiry date
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You must also meet one of the following eligibility criteria

<input type="checkbox"/>	I have completed UEENEEG197A, UEENEEG122A and UEENEEG123A within the last three years. <ul style="list-style-type: none"><li>• Provide copies of your statements of attainment.</li></ul>
<input type="checkbox"/>	I am applying under mutual recognition of a current electrical contractor licence ( <b>sole trader only</b> ). <ul style="list-style-type: none"><li>• Provide a copy of your interstate electrical contractor licence</li></ul>

##### RESTRICTED LICENCE

You must:

- hold a Queensland electrical work licence, or
- have completed UEENEEP026 (for testing and tagging only), or
- be an RPEQ registered electrical engineer

<input type="checkbox"/>	I hold a Queensland electrical work licence
Queensland electrical work licence number	Expiry date
<input type="checkbox"/>	I am applying for a restricted electrical contractor licence for testing/tagging work only. <ul style="list-style-type: none"><li>• Provide a copy of your statement of attainment for UEENEEP026.</li></ul>
<input type="checkbox"/>	I am a RPEQ registered electrical engineer. <ul style="list-style-type: none"><li>• Provide a copy of your RPEQ certificate of registration.</li></ul>

#### 4.4 Proof of identification

<input type="checkbox"/>	I hold a Queensland electrical work licence. (Provide your licence number in section 4.3 above), <b>OR</b>
<input type="checkbox"/>	I have provided <b>certified copies</b> of proof of identity in accordance with Table 1.

**The nominated QTP must sign the declaration on page 4**

## Section 5 Qualified business person (QBP)

### 5.1 QBP details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		
Family name		
Given name/s		
Middle name/s		
Date of birth	Phone number	Email

### 5.2 QBP history

	Yes	No
Have you ever been subject to action under part IX or X of the <i>Bankruptcy Act 1966</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered Yes, have you been discharged from the bankruptcy? • Provide evidence of your discharge.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a QBP, director or a manager of a company which is subject to a winding up order, placed in receivership or administration, or under official management, had a controller appointed, or entered into other arrangements with creditors due to insolvency?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of any criminal offence (excluding traffic offences) relating to honesty within the last ten years e.g. fraud or stealing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of an offence under section 596 of the <i>Corporations Act 2001 Cth</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disciplined by any Committee, Tribunal or Court in relation to the performance of electrical work in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a pending or current disciplinary proceeding by any committee, tribunal or court in relation to the performance of electrical work in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered YES to any of the above questions you will be contacted for further information.

### 5.3 QBP eligibility

#### UNRESTRICTED LICENCE

<input type="checkbox"/>	I have completed UEENEE101A and UEENEEG175A within the last three years. and either <ul style="list-style-type: none"> <li>• BSBSMB401 (within the last three years), or</li> <li>• a business qualification of diploma level or higher (e.g. Bachelor of Business), or</li> <li>• have provided evidence of having operated a business for five years</li> </ul> Provide copy of your statements of attainment/qualifications/evidence of business experience.
<input type="checkbox"/>	I am applying under mutual recognition of a current electrical contractor licence ( <b>sole trader only</b> ). <ul style="list-style-type: none"> <li>• Provide a copy of your interstate electrical contractor licence</li> </ul>

#### RESTRICTED LICENCE

<input type="checkbox"/>	I have completed BSBSMB401 or UEENEEG175A within the last three years, or I hold a business qualification of diploma level or higher (e.g. Bachelor of business), or I have operated a business for five years. <ul style="list-style-type: none"> <li>• Provide copies of your statement of attainment/qualifications/evidence of business experience.</li> </ul>
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### 5.4 QBP proof of identification

<input type="checkbox"/>	I hold a Queensland electrical work licence. (Provide your licence number below) <b>OR</b>
<input type="checkbox"/>	I have provided <b>certified copies</b> of proof of identity in accordance with Table 1
Queensland electrical work licence number	Expiry date

**The nominated QBP must sign the declaration on page 4**

## Section 6 Authorised parties

The Electrical Safety Office can only deal with parties authorised to act on behalf of the licence holder. If you wish to nominate parties to act on your behalf, please provide their details. Nominated parties will remain authorised until you advise the Electrical Safety Office of their removal.

Name	Position	Signature

## Section 7 Declaration by QTP

I declare that:

- I am a fit and proper person and competent to perform the technical aspects of performing electrical work as, or for, a licensed electrical contractor.
- the information provided by me for this application is true and correct to the best of my knowledge.
- I agree to be the nominated QTP for the applicant.

I am aware that I should inform the Electrical Safety Office if I cease to be, or no longer wish to be, the QTP for this licence.

Signature	Date
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## Section 8 Declaration by QBP

I declare that:

- I am a fit and proper person and competent to perform the technical aspects of performing electrical work as, or for, a licensed electrical contractor.
- the information provided by me for this application is true and correct to the best of my knowledge.
- I agree to be the nominated QBP for the applicant.

I am aware that I should inform the Electrical Safety Office if I cease to be, or no longer wish to be, the QBP for this licence.

Signature	Date
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## Section 9 Declaration by licence applicant

The declaration can only be signed by:

- for a sole trader - the applicant
- for a partnership - a partner of the partnership
- for a corporation - a director or executive officer of the corporation.

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	
Family name	
Given name/s	
Middle name/s	
Phone number	Email

I declare that:

- I am authorised to sign this application.
- The information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature	Date
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## Section 10 Fees

Your application will not be processed until the prescribed fee has been paid.

Please refer to the “Fee Schedule” on the Electrical Safety Office website [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)

Please indicate your preferred method of payment.

Your receipt will be sent to the postal address provided. If you wish for your receipt to be sent to a different address, provide the alternate address below or advise the receipting officer at the time of payment.

Our office will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. The refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013, available on the Electrical Safety Office website at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au). For further information phone: 1300 362 128 (Australia only) or +617 3006 6714 (outside Australia).

<input type="checkbox"/> I have enclosed a cheque or money order with this application. Cheques and money orders are to be made payable to “The Electrical Safety Office”.
<input type="checkbox"/> I wish to pay by credit card

**NOTE: DO NOT PROVIDE YOUR CREDIT CARD DETAILS ON THIS FORM.**

**An officer from the Electrical Safety Office will contact you to arrange payment of your fees. To confirm their identity they will quote the legal name and ABN/ACN as per this application. If you are not provided this information do not proceed with the transaction.**

### Alternative receipting address

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

## Lodging your application

Please ensure you provide legible copies of any work licences, certificates or other records required and **certified copies** of proof of identification documents.

The preferred method of application is by email to [LPS@oir.qld.gov.au](mailto:LPS@oir.qld.gov.au)

Alternatively, you may lodge your application by mail to:

Electrical Safety Office  
Licensing Processing Services  
PO Box 820  
Lutwyche Qld 4030

### Privacy statement:

The Electrical Safety Office is collecting your personal information in order to process your application for an electrical work licence/permit in accordance with the *Electrical Safety Act 2002*. Our office may be required to disclose your personal information to 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 Electrical Safety Office online register.

## Table 1 Proof of identification

You need to provide **certified copies** of matching evidence of identity documents. The three documents can be made up of one category A + two category B OR two category A + one category B documents.

At least one category A document must be photographic and show a full name and date of birth (DOB).

Indicate by ticking the boxes which documents you have used to confirm your identity.

A certified copy is a copy of an original document that has been verified to be a true copy by either a Justice of the Peace or a Commissioner for Declarations. For more information visit [www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace](http://www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace).

Category A documents	Status
<ul style="list-style-type: none"> <li>• Australian Birth Certificate - full (not an Extract or a Commemorative Certificate)</li> <li>• Bicentennial Birth Certificate (born in 1988)</li> <li>• Australian Citizenship Certificate/Naturalisation Certificate</li> <li>• Department of Immigration and Border Protection (DIBP)</li> <li>• Certificate of Evidence of Resident Status</li> <li>• Visa Evidence Card (with PLO56 Visa)</li> <li>• Queensland or Federal police officer photo identity card</li> <li>• Queensland High Risk Work licence (photographic)</li> </ul>	<input type="checkbox"/> Current
<ul style="list-style-type: none"> <li>• Australian Passport (including Australian Document of Identity)</li> <li>• Foreign Passport</li> <li>• Australian photo driver licence</li> <li>• Queensland Accreditation/Authorisation (laminated)</li> <li>• Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate</li> <li>• Bus; taxi; limousine driver</li> </ul>	<input type="checkbox"/> Current or expired less than two years
<ul style="list-style-type: none"> <li>• DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted.</li> </ul>	<input type="checkbox"/> Valid up to five years after issue
<ul style="list-style-type: none"> <li>• Queensland Card 18+ (laminated)</li> </ul>	<input type="checkbox"/> Issued after 01/01/1992

Category B documents – must be Australian issued documents
<ul style="list-style-type: none"> <li>• Australian Defence Force photo identity card (excluding civilians)</li> <li>• Australian Firearm Licence (with photo)</li> <li>• Australian Security Guard/Crowd Controller Licence (with photo)</li> <li>• Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card)</li> <li>• Education institution student identity document (must include photo and/or signature)</li> <li>• Medicare card (Green, Blue or Yellow)</li> <li>• Interstate government-issued or government-approved Proof of Age Card</li> </ul>