

Form 22

# Change of details/replacement licence/additional card

V14.07.2016

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.

## Section 1 - Current licence

Complete these details exactly as they appear on your electrical licence

Name on licence:		Licence type:	<input type="checkbox"/> Worker
Licence number:			<input type="checkbox"/> Contractor

## Section 2 - Select an option below

Go to [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au) to change your address or contact details online.

<input type="checkbox"/> I require a replacement copy of my licence because it has been lost, damaged or destroyed (Complete sections 3, 4, 5 and 6 - fee applies)	<input type="checkbox"/> I would like to change details that appear on my licence (Complete sections 3, 4 and 6 - fee applies)
<input type="checkbox"/> I require additional copies of my electrical contractor licence Number of copies required: _____ (Complete sections 3, 4 and 6 - fee applies for each copy)	<input type="checkbox"/> I would like to change my address or contact details. (Complete sections 3, 4 and 6 - no fee applies)

## Section 3 - Change of licence details

Please provide your NEW details below OR please provide details of CHANGES below:

**Contractor:** If your ACN has changed you will need to complete an 'Application for a Queensland electrical contractor licence' (form 18):

Legal name:		
Registered business / trading names:	Add	Remove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**Worker:** Any changes to your family or given names or date of birth must be accompanied by supporting documentation.

Title: Mr / Mrs / Ms / Miss / Other	
Family name:	
Given name/s:	
Middle name/s:	
Date of birth:	

### Section 4 - Change of address/contact details

Please note: Updating address/contact details for electrical contractor licence will not result in electrical worker licence details being updated automatically. To change contact/address details for both electrical worker and electrical contractor licences BOTH sections must be completed.

#### Contractor:

<b>Business address:</b>	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Enter "as above" if postal address is the same as business address.			
<b>Postal address:</b>	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode
<b>Phone:</b>		<b>Facsimile:</b>	
<b>Mobile:</b>			
<b>Email:</b>			

#### Worker:

<b>Residential address:</b>	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Enter "as above" if postal address is the same as residential address.			
<b>Postal address:</b>	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode
<b>Phone:</b>		<b>Facsimile:</b>	
<b>Mobile:</b>			
<b>Email:</b>			

### Section 5 - Proof of identification

If you require a replacement copy of your licence because it has been lost, damaged or destroyed and you are changing your address details then you will need to provide 100 points of identification to an authorised person (refer to guidelines). Indicate by ticking in the boxes below which documents you have used to prove your identity.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Birth or citizen certificate (only one) (70) | <input type="checkbox"/> Passport (70)             | <input type="checkbox"/> ID card issued to a public employee (40)               |
| <input type="checkbox"/> ID card issued by Centrelink (40)            | <input type="checkbox"/> Driver's licence (40)     | <input type="checkbox"/> Confirmation from employer (35)                        |
| <input type="checkbox"/> Store or Medicare card (25)                  | <input type="checkbox"/> Club membership card (25) | <input type="checkbox"/> Debit/credit card (one per financial institution) (25) |

#### Declaration by the authorised person:

I am the person authorised (refer to guidelines) 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.

<b>Name:</b> (Please print)		<b>Occupation:</b> (As selected from the approved list in the guidelines)	
<b>Signature:</b>		<b>Contact number:</b>	

### Section 6 - Declaration by the applicant

Note: An un-witnessed declaration will not be accepted by the department.

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

I meet the requirements for an electrical licence. If issued an electrical licence I will continue to meet the eligibility requirements for an electrical 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.

<b>Signature:</b>		<b>Date:</b>	
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<b>Witness signature:</b>		<b>Date:</b>	
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<b>Witness name:</b>			
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Note: The Electrical Safety Office 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 Electrical Safety Office 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 7 - Lodging this form**

**You may lodge your application by mail to:**  
 Electrical Safety Office Licence Processing Services  
 PO Box 820  
 Lutwyche QLD 4030

or  
 Fax: +617 3874 7670

**Note:** A completed application form and the required 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. For more details phone: 1300 362 128 (Aust only) or +617 3872 0501 (outside Aust).

**Privacy statement:**

The Electrical Safety Office is collecting your personal information to process your application to change your details, obtain an additional or replacement licence in accordance with the *Electrical Safety Act 2002*. The Electrical Safety Office 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 auditing purposes, for statistical research, evaluation and reporting of our services. This includes publishing your licence details on the Electrical Safety Office online register which is accessible by the public.

**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 below.

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.

The department 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).

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".

I wish to pay by credit card

**NOTE:** An officer from the Electrical Safety Office will contact you to arrange payment of your fees. To confirm their identity they will quote relevant details such as your name, date of birth, licence/permit details 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

## Form 22

# Guideline for change of details/replacement licence/ additional card

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

- a change of details on your current electrical work or contractor licence,
- a replacement licence card, or
- an additional licence card.

To be accepted an application must include the completed form and the full fee where applicable. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delay in processing. An incorrect or incomplete application may be considered as withdrawn.

## The application form

The application form must be the current version of the change of details/replacement licence/additional card (form 22).

### Section 1 - Current licence

Write the name and licence number exactly as they appear on your current licence.

### Section 2 - Select an option below

You must tick at least one box in this section.

#### Replacement card

Indicate if you require a replacement copy of your licence card because your original card has been lost, damaged or destroyed. If your address details are no longer current you must also complete sections 3, 4 and 5 before completing section 6 of the form.

#### Additional card – electrical contractors only

Indicate if you require additional cards for your electrical contractor licence. Provide the number of additional cards required and complete section 3 to section 6 of the form where you will write the total fee. If your address details have changed, complete section 4 of the form before proceeding.

#### Change licence details

If you would like to change the details on your licence, such as business names for a contractor licence or family name for a work licence, tick the appropriate box and complete sections 3, 4 and 6. You will receive a new card after changing licence details.

#### Change address/contact details

Indicate in the box provided if you would like to change your address or contact details and then complete sections 3, 4 and 6. There is no fee attached to this option.

**Please note:** Updating address/contact details for an electrical contractor licence will not result in your electrical worker licence details being updated automatically. To change contact/address details for both electrical contractor & electrical worker licences, both sections must be completed.

### Section 3 - Change of licence details

Use this section to:

- notify of a change in the legal name on a contractor licence,
- add or remove business/trading names on a contractor licence, or
- change name details on an electrical work licence.

You will receive a new card after changing licence details (fee applies).

If you have changed the legal name on your contractor licence provide the new name in the space provided. Note that if your ACN has also changed then you cannot use this form to notify of change and must apply for a new contractor licence using Application for a Queensland electrical contractor licence (form 18), available at [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au).

If you wish to change your business name details write the name in the space provided and indicate in the appropriate box if the name is to be added or removed from your current licence.

If the name details on your electrical work licence have changed, please provide the new details in the space provided. Any changes to your family or given names must be accompanied by documentation. Acceptable evidence includes a certificate from the Registry of Births, Deaths and Marriages, such as a change of name certificate or a marriage certificate.

#### Section 4 - Change of address/contact details

Provide new details in the spaces provided if your address and/or contact details have changed. You do not need to send in evidence of this change. There is **no fee** for this section.

#### Section 5 - Proof of identification

This section must be completed only if you have indicated that you require a replacement copy of your licence because it has been lost, damaged or destroyed.

Your personal details must be supported by 100 points of identification utilising the documents and points nominated on the form. Persons authorised to complete the proof of identity must tick the relevant boxes to indicate the documents provided by you to prove your identity then print and sign their name, provide a contact phone number and their occupation details 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, regional 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)

#### Section 6 - 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 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.

#### Section 7 - Lodging this form

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

##### Providing documentation

Documentation in support of your application, e.g. legal name change documentation, should be sent with 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 website: [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au).

##### 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 8 - Payment of fee

**No application will be accepted unless full payment is received.**

A list of fees can be located at the Electrical Safety Office website [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au).

You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to 'The Electrical Safety Office'. Credit card details are to be recorded on the application form. Please do not mail cash.

### Application checklist

- Current licence name and number provided
- Change that you are applying for ticked
- Any change of licence details provided and supporting documentation attached (e.g. evidence of Insurance, change of name certificate, or business name registration)
- New details provided if address or contact details changed
- Proof of identification completed if applying for a replacement card
- Any applicable fee sent in with application
- Declaration has been signed by nominated person and signature of witness completed.

### Need more information?

Contact: Electrical Safety Office Licence Processing Services.

Telephone: 1300 362 128 (within Australia)

Telephone: + 617 3006 6714 (outside Australia)

Facsimile: + 617 3874 7670

Website: [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au)

Email: [LPS@oir.qld.gov.au](mailto:LPS@oir.qld.gov.au)

### Electrical contractor licensing fee guide

The below amounts are correct as of 1 July 2016 and are available online at [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au)

Title of Form	Fee
Form 18 - Application for electrical contractor licence	\$ 361.40
Form 19 - Application for renewal or reinstatement of a Queensland electrical contractor licence	\$ 361.40
Form 22 - Change of details/replacement/additional card	\$ 29.80

### Electrical worker licensing fee guide

The below amounts are correct as of 1 July 2016 and are available online at [electricalsafety.qld.gov.au](http://electricalsafety.qld.gov.au)

Title of form	Fee
Form 10 - Application for electrical work licence (apprentice)	\$ 75.70
Form 11 - Application for electrical work licence (other than apprentice)	\$ 75.70
Form 21 - Application for restricted electrical work licence/permit (other than apprentice)	\$ 75.70
Form 38 - Application for an additional Queensland electrical work permit	\$ 75.70
Form 12 - Application for renewal/reinstatement/recognition of an expired Queensland electrical work licence	\$ 75.70
Form 31 - Application for electrical work licence (permit holders)	\$ 75.70
Form 22 - Change of details/replacement/additional card	\$ 29.80