

Form 19

Application to renew or reinstate a Queensland electrical contractor licence

V 1.12.2020

Electrical Safety Act 2002

You can update your details and renew your licence online at eso.qld.gov.au. If you have changed the legal entity and as a result your ABN or ACN has changed you cannot renew your licence. You must submit a new application (Form 18).

For licences expired longer than 12 months you must submit an application for a new licence (Form 18).

Please complete all fields in BLOCK LETTERS

Section 1 Licence renewal/reinstatement details

Your licence number, customer reference number and serial number are provided on your renewal letter.

Licence number	Expiry date	Customer reference number	Serial number
----------------	-------------	---------------------------	---------------

Section 2 Current licence details

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

Legal name
ABN ACN
Registered business/Trading name/s

If you wish to add or remove any registered business or trading names please indicate below.

Registered business/Trading name/s

	Add	Remove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 Current contact details

	YES	NO
Have your business or postal address details changed since your last renewal?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered YES you must submit a Form 22 - *Change of details or replacement/additional card for an electrical contractor licence with this application*.

NOTE: You can change your address or contact details online at eso.qld.gov.au.

Section 4 Current qualified persons details

	YES	NO
Have any of the qualified technical persons (QTP) or qualified business persons (QBP) changed since your last renewal?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES you must submit a Form 20 - *Application for additional/change of qualified person for a contractor licence*.

NOTE: You can update your QTP and QBP details online at eso.qld.gov.au.

Section 5 Insurance requirements

You must continue to hold the relevant insurance required under s51 of the Electrical Safety Regulation 2013. Please provide details of your insurance policy below.

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

Name of insurer	
Policy number	Expiry date

Section 6 Declaration by licence applicant

Complete the details of the applicant or the person authorised to complete this form on behalf of the applicant.

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

I declare that:

- I am the applicant or am authorised by the applicant to sign this application.
- The information contained in this application is true and correct to the best of my knowledge.

Signature		Date
-----------	--	------

Section 7 Fees

Your application will not be processed until the prescribed fee has been paid. Please refer to the “Table of fees” at eso.qld.gov.au.

Please indicate your preferred method of payment below.

Your receipt will be sent to the email address provided. If you wish for your receipt to be sent to a different address, please advise the receipting officer at the time of payment.

<input type="checkbox"/>	I wish to pay by credit card . You will receive an email directing you how to make payment. Please ensure that the email address you have provided in this application is correct. Do not provide your credit card details on this form.
<input type="checkbox"/>	I wish to pay by cheque or money order (only available for mailed applications). Cheques and money orders are to be made payable to “The Electrical Safety Office”.

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 at eso.qld.gov.au.

For further information phone: 1300 632 993.

Lodging your application

The preferred method of application is by email to LPS@oir.qld.gov.au

Alternatively, you may lodge your application by mail to:

Electrical Safety Office
Licence 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's online register.