

Form 21

Application for a restricted electrical work licence/permit

(other than completing apprentice)

V 1.07.2017

Electrical Safety Act 2002

Use this form to apply for a restricted electrical work licence other than as a Queensland completing apprentice (Form 10) or under the Mutual Recognition Act 1992 or Trans-Tasman Mutual Recognition Act 2003.

If you are granted an electrical work training permit, you will have twelve months to complete the required training. Upon completion of your training you will need to submit a Form 31 to obtain your licence.

Please complete all fields in BLOCK LETTERS

Section 1 Previous work licence history

| | | |
|--|------------------------------|-----------------------------|
| Do you hold or have you ever held a Queensland electrical work licence/permit? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If YES provide licence/permit number | | |

Section 2 Applicant 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 | Mobile |
| Email | |

Residential 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 residential 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 Proof of identification

| |
|--|
| <input type="checkbox"/> I have previously held a Queensland electrical work licence or training permit (Enter this number in Section 1), OR |
| <input type="checkbox"/> I have provided certified copies of proof of identity in accordance with Table 1 |

Section 4 Resuscitation (CPR)

Copies of certificates are not required to be provided with this application.

CPR is not required for an electrical work training permit.

For all applicants

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|--|
| <input type="checkbox"/> I have been trained in resuscitation within the last twelve months and can provide a certificate of currency if required for auditing purposes. |
| CPR issue date |

Section 5 Type of work

Holders of a Certificate III in air conditioning/refrigeration or instrumentation/process control are not required to complete this section.

To demonstrate your occupational need for a restricted electrical work licence you are required to provide a letter of support from your employer. The letter should be on business letterhead paper, signed by a suitably authorised person and provide the following details:

- the range and type of electrical equipment to be worked on,
- the voltage ratings of the equipment,
- the type of work (e.g. fault finding, disconnect/reconnect, replacement of plug tops)

Self-employed applicants need to provide a statutory declaration confirming similar information.

| |
|---|
| <input type="checkbox"/> I have provided a letter of support from my current employer |
| OR |
| <input type="checkbox"/> I have provided a statutory declaration demonstrating my occupational need |

Section 6 Type of application

Section 6A Relevant/other qualification

| |
|---|
| Tick one of the following then complete section 6B |
| <input type="checkbox"/> I have a current Queensland restricted electrical work licence. I am applying for additional units of competency or additional endorsement |
| <input type="checkbox"/> I do not have a current Queensland electrical work licence. I am applying for a restricted electrical work licence/permit |
| <input type="checkbox"/> I have a current Queensland linesperson or cable jointer licence. I am applying for a restricted electrical work licence/permit |

Section 6B Demonstrate your eligibility. Complete only one of the following options

| | |
|---|-------------|
| <input type="checkbox"/> I am applying for a new restricted electrical work licence on the basis of a licence expired longer than 12 months. I have completed the skills maintenance requirements for my expired licence class within the previous two years. | |
| Previous licence number | Expiry date |
| <input type="checkbox"/> I hold a tradesperson's certificate or an Offshore Technical Skills Record (OTSR) (provide certified copy) | |
| <input type="checkbox"/> I hold an equivalent qualification in a calling that requires the performance of electrical work (provide certified copy) | |
| <input type="checkbox"/> I have completed at least 5 years unstructured experience in a calling that requires the performance of electrical work (provide letter of support. See section 5 above) | |

Section 7 Declaration

I declare that the information contained in this application is, to the best of my knowledge, true and correct.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Section 8 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 (ESO) website 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.

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 ESO website at 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 your name and date of birth 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 certified copies** of your proof of identification documents.

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
Licensing Processing Services
PO Box 820
Lutwyche Qld 4030

or

Fax: (07) 3874 7670

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 are required to provide three 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.

NOTE: If you are providing a credit/debit card as evidence of identity you must obscure the card number and expiry date.

| Category A documents | Status |
|---|--|
| <ul style="list-style-type: none"> Australian Birth Certificate - full (not an Extract or a Commemorative Certificate) Bicentennial Birth Certificate (born in 1988) Australian Citizenship Certificate/Naturalisation Certificate Department of Immigration and Border Protection (DIBP) Certificate of Evidence of Resident Status Visa Evidence Card (with PLO56 Visa) Queensland or Federal police officer photo identity card. Queensland High Risk Work licence (photographic) | <input type="checkbox"/> Current |
| <ul style="list-style-type: none"> Australian Passport (including Australian Document of Identity) Foreign Passport Australian photo driver licence Queensland Accreditation/Authorisation (laminated) Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate Bus; taxi; limousine driver | <input type="checkbox"/> Current or expired less than two years |
| <ul style="list-style-type: none"> DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. | <input type="checkbox"/> Valid up to five years after issue |
| <ul style="list-style-type: none"> Queensland Card 18+ (laminated) | <input type="checkbox"/> Issued after 01/01/1992 |
| Category B documents – must be Australian issued documents | Status |
| <ul style="list-style-type: none"> Australian Defence Force photo identity card (excluding civilians) Australian Firearm Licence (with photo) Australian Security Guard/Crowd Controller Licence (with photo) Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) Education institution student identity document (must include photo and/or signature) Financial institution debit/credit card (must include signature and embossed/printed name) Medicare card (Green, Blue or Yellow) Interstate government-issued or government-approved Proof of Age Card | <input type="checkbox"/> Current |