

**Form 11**

# Application for an electrical work licence/permit

(other than completing Queensland apprentice or mutual recognition)

V 1.07.2017

*Electrical Safety Act 2002*

If you are granted an electrical work training permit, you 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		
Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Section 2 Licence application type

<b>I am applying for the following work licence/permit</b>			
<input type="checkbox"/> electrical mechanic	<input type="checkbox"/> electrical fitter	<input type="checkbox"/> electrical linesperson	<input type="checkbox"/> electrical jointer

## Section 3 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 4 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 5 Resuscitation (CPR) and Pole Top Rescue (PTR)

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

<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

For electrical linesperson applicants only

<input type="checkbox"/> I have been trained in pole-top or transmission tower rescue within the last twelve months and can provide a certificate of currency if required for auditing purposes.
PTR issue date

## Section 6 Type of application

Complete only one of the following options (You will need to provide copies of certificates or other relevant documents)

<input type="checkbox"/> I hold a current Queensland electrical work licence and am applying for an additional class on that licence	
Licence number	
<input type="checkbox"/> I am applying for a new electrical work licence on the basis of a licence expired longer than 12 months	
<input type="checkbox"/> 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	
<input type="checkbox"/> I hold a certificate of proficiency	
<input type="checkbox"/> I hold a certificate or qualification obtained through an apprenticeship completed outside of Queensland	
<input type="checkbox"/> I hold an Offshore Technical Skills Record (OTSR)	
<input type="checkbox"/> I completed an apprenticeship in Queensland more than three years ago	

## Section 7 Declaration

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

Signature	Date
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## 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 website at [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.

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 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 copies** of any work licences, certificates or other records required and your certified 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

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"> <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	Status
<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>Financial institution debit/credit card (must include signature and embossed/printed name)</li> <li>Medicare card (Green, Blue or Yellow)</li> <li>Interstate government-issued or government-approved Proof of Age Card</li> </ul>	<input type="checkbox"/> Current