

Form 11

Application for electrical work licence/permit (other than apprentice)

V16.07.2016

Electrical Safety Act 2002

If you are applying for an additional electrical work training permit please use Form 38.

If you are applying for a restricted electrical work licence please use Form 21.

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. The guidelines are available at electricalsafety.qld.gov.au or phone 1300 362 128. Please make sure the form is completed and all relevant material is attached otherwise you will incur an administrative fee.

<input type="checkbox"/> Electrical mechanic	<input type="checkbox"/> Electrical fitter	<input type="checkbox"/> Electrical linesperson	<input type="checkbox"/> Electrical joiner
Do you hold or have you ever held a Queensland electrical work licence?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide licence No:			
Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?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 1 - Applicant details

Please complete in BLOCK letters

Title: Mr / Mrs / Ms / Miss / Other			
Family name:			
Given name/s:			
Middle name/s:			
Date of birth:			
Residential address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Enter "as above" if postal address is the same as residential address.			
Postal address:	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode
Phone:	Facsimile:		
Mobile:			
Email:			

Section 2 - Proof of identification

If you have previously held a Queensland electrical work licence including a training permit go to section 3.

If you have never held a Queensland electrical work licence including a training permit 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.

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

Section 3A - Interstate/New Zealand licence registration or other authority

You must attach a verified or certified copy of your current licence, permit, certificate or other authority.

I hold a current electrical work licence, permit, certificate or other authority issued by the Commonwealth, another state or territory, or New Zealand that is equivalent to the Queensland electrical work licence.

Licence/permit/certificate number:

Where issued:

Expiry date:

Licence category:

I have attached a Mutual Recognition Statutory Declaration.

You must attach a verified or certified copy of your current interstate licence, permit, certificate or other authority and a signed mutual recognition statutory declaration available at electricalsafety.qld.gov.au

Go to section 5

Section 3B - Relevant/other qualification

I have a current Queensland electrical licence and I am applying for an additional class on that licence (please ensure that you have supplied your licence number in the section at the top of page one) OR

I do not hold an electrical work licence, I have obtained either:

- A tradesperson's certificate issued by Trades Recognition Australia; OR
- A certificate of proficiency issued by the Australian Defence Force; OR
- A certificate of completion of apprenticeship issued by a state training authority; OR
- Offshore Technical Skills Record issued by a Registered Training Organisation. Under sections 43(6) relevant qualification (e) or, 44(7)(c) of the Electrical Safety Regulation 2013; OR

Certificate category:

I am applying for an electrical jointer or electrical linesperson licence on the basis of qualifications, skills and experience I acquired in Australia prior to 1 October 2002. Attach verified or certified copies of documents supporting your application.

Section 4 - Completion statement

I have completed the required training under a Supervising Registered Training Organisation (SRTO) and have confirmed with my SRTO that my completion statement has been forwarded to the department.

Name of SRTO:

Student number:

Where issued:

If you have not been issued with a completion statement from an SRTO then an electrical work training permit may be issued. Provide the name and licence number of the person who has arranged to supervise your 'on job' training.

Name:

Licence number:

Section 5 - Resuscitation competence (CPR)

CPR certificate must have been issued within the last 12 months. CPR is not required for the issue of an electrical work training permit.

I have been trained in, and am competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock. I am able to prove my competency by providing documentation which is current at the time of this application. I can make this documentation available for auditing purposes.

CPR issue date of qualification/certificate/training:

And (for an electrical linesperson only)

I have been trained in, and am competent to carry out, resuscitation and rescue at a pole-top or transmission tower (PTR) on an individual who has stopped breathing or is unconscious because of electric shock. I am able to prove my competency by providing documentation which is current at the time of this application. I can make this documentation available for auditing purposes.

PTR issue date of qualification/certificate/training:

Section 6 - Declaration by the applicant

An un-witnessed declaration **WILL NOT** be accepted.

I _____ am the applicant.

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

Signature:		Date:	
Witness signature:		Date:	
Witness name:			

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 department 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: _____ or
 Electrical Safety Office Licence Processing Services Fax: +617 3874 7670
 PO Box 820
 Lutwyche Qld 4030

Note: A completed application form and the full 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. The Electrical Safety Office will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. Any refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013 which can be located at electricalsafety.qld.gov.au. For more details phone: 1300 362 128 (Aust only) or +617 3006 6714 (outside Aust).

Privacy statement:

The Electrical Safety Office is collecting your personal information in order to process your application for an electrical work licence (other than apprentice) 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's 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

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

Guideline for the application for an electrical work licence/ permit (other than apprentice)

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

- an electrical work licence if you did not complete an apprenticeship
- an electrical work training permit, or
- an additional licence class on your current Queensland electrical work licence.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without a licence or permit.

An electrical work training permit allows a person to undertake training and gain the experience necessary to meet the eligibility requirements for an electrical work licence. Permit holders may be required to complete a structured, on-the-job training program coordinated by a supervising registered training organisation. Note, electrical apprentices, trainees or students of electrical work supervised by teaching staff are not required to hold an electrical work training permit to complete training.

To be accepted, an application must include the completed form and the full fee. Following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that you meet the eligibility requirements for the licence before submitting your application. An incorrect or incomplete application may be considered as withdrawn and the department will retain a portion of the application fee to offset processing costs.

The application form

The application form must be the current version of the *Application for electrical work licence/permit (other than apprentice)* (form 11). See electricalsafety.qld.gov.au.

Tick the appropriate box to indicate the licence class/es you are applying for.

If you have a current electrical work licence and are applying for an additional class on that licence then tick only the class that you are applying for. For example, if you currently hold an electrical fitter licence and you are applying for an electrical mechanic class you would tick only 'electrical mechanic'.

If you wish to apply for a restricted electrical work licence you must complete an *Application for a restricted electrical work licence/permit (other than electrical apprentice)* - form 21.

Do you hold or have you ever held a Queensland electrical work licence?

If you hold or have ever held a Queensland electrical work licence tick the "Yes" box, write your licence number in the space provided and complete the remainder of the form.

If you do not hold or have never held a Queensland electrical work licence tick the "No" box and complete the remainder of the form.

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?

If you have ever applied for and withdrawn a previous application, or been refused a Queensland electrical work licence or training permit tick the "Yes" box and complete the remainder of the form.

If you have never applied for and withdrawn a previous application or been refused a Queensland electrical work licence or training permit tick the "No" box and complete the remainder of the form.

Section 1 - Applicant details

Provide your personal details in the space provided (including your date of birth). Failure to provide all required information may lead to delays in processing your application.

Section 2 - Proof of identification

If you have previously held a Queensland electrical work licence or training permit then you do not need to complete this section. Make sure your licence or permit number is filled in on the top of page one and go to section 3.

If you have not previously held a Queensland electrical licence or training permit, proof of identification is required. Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. Persons authorised to complete the proof of identity are listed below. The authorised person must tick the relevant boxes to indicate the documents provided by you to prove your identity then print and sign their name and provide a contact phone number and their occupation details (as selected from the list below) on the application form.

- 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 years by their current employer)

Section 3A - Interstate/New Zealand licence registration or other authority

All applicants must complete **either** section 3A **or** section 3B.

Complete this section if you hold a current electrical work licence, permit, certificate or other authority issued by another Australian state or territory or New Zealand that is equivalent to a Queensland electrical work licence. Write the details of your current licence/authority in the space provided.

The following table lists the electrical work licenses issued by other states, territories and New Zealand that are recognised as the equivalent to a Queensland electrical work licence. If you hold one of the exact external licences listed below you can work whilst the external licence remains current, within the scope of that licence in Queensland without having to apply for a Queensland electrical work licence.

External licence	Equivalent Queensland licence
New South Wales <ul style="list-style-type: none"> • Qualified supervisor certificate - electrical wiring work (electrician) • Contractor licence endorsed 'electrical wiring work (electrician)' 	electrical mechanic electrical mechanic
Victoria <ul style="list-style-type: none"> • Electrician's licence 	electrical mechanic
South Australia <ul style="list-style-type: none"> • Electrical workers registration - any electrical work 	electrical mechanic
Tasmania <ul style="list-style-type: none"> • Electrical technician's licence • Electrician's licence • Electrical practitioner's Licence 	electrical mechanic electrical mechanic electrical mechanic
Western Australia <ul style="list-style-type: none"> • 'A' grade electrical workers licence - endorsed 'all electrical work' • 'A' grade electrical workers licence - endorsed 'electrical mechanic' • 'A' grade electrical workers licence - endorsed 'electrical mechanic and electrical fitter' • 'A' grade electrical workers licence - endorsed 'electrical fitter' • Electrical Workers' licence endorsed 'electrician' • Electrician's licence endorsed 'electrical fitter' • Electrician's licence that is not endorsed 'electrical fitter' 	electrical mechanic electrical mechanic electrical mechanic electrical fitter electrical mechanic electrical fitter electrical mechanic
Australian Capital Territory <ul style="list-style-type: none"> • Unrestricted electrician licence 	electrical mechanic
Northern Territory <ul style="list-style-type: none"> • Electrical workers' licence endorsed electrical mechanic • Electrical workers' licence endorsed electrical fitter and mechanic • Electrical workers' licence endorsed electrical fitter 	electrical mechanic electrical mechanic electrical fitter
New Zealand <ul style="list-style-type: none"> • Practising licence for registered electrician 	electrical mechanic

If you have one of the licences listed above and wish to apply for a Queensland electrical work licence then you may do so on the basis of mutual recognition. In this case, you will need to attach a verified or certified copy of your current licence and a completed mutual recognition statutory declaration.

If you hold an interstate or New Zealand electrical work licence or authority that is not listed above and you wish to perform electrical work in Queensland then you **must** apply for a Queensland electrical work licence. You can do this on the basis of mutual recognition. Attach a verified or certified copy of your current licence and a completed mutual recognition statutory declaration.

Both the interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office website.

Section 3B - Relevant/other qualification

All applicants must complete **either** section 3A or section 3B.

There are three options for this section:

1. If you have a current Queensland electrical licence and are applying for an additional class on that licence tick the box provided. For example, you would select this option if you have an electrical fitter licence and wish to add the electrical mechanic class to your licence.

Make sure you have ticked the additional class of licence you are applying for and have provided your current licence number in the spaces provided at the top of page one.

OR

2. Indicate if you have obtained either:

- an Australian Recognition Tradesperson Certificate ('**tradesperson's certificate**') issued by Trades Recognition Australia, or
- a **certificate of proficiency** as an electrical fitter/mechanic (or equivalent) relating to your service in the Australian Defence Force, or
- a **Certificate of Completion** of apprenticeship issued by a state training authority, or
- an **Offshore Technical Skills Record** issued by a relevant Assessing Authority under Migration Regulations.

If you have obtained a **tradesperson's certificate** issued by Trades Recognition Australia, tick the appropriate box and write the certificate category in the space provided.

The Australian Recognised Trade Certificate (ARTC) was issued by Trades Recognition Australia (TRA). TRA is the federal government agency responsible for assessing the trade skills of migrants. However, from 1 September 2014 TRA no longer issues ARTCs. The Offshore Technical Skills Record (OTSR) process is now the mechanism.

For further information on a tradesperson's certificate, Trades Recognition Australia can be contacted at GPO Box 9879 Melbourne VIC 3001, telephone 1300 360 992.

You must attach a verified or certified copy of your tradesperson's certificate.

If you have obtained a **certificate of proficiency** as an electrical fitter/mechanic (or equivalent) as the result of training in the performance of electrical work with the Australian Defence Force, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

If you have obtained a **Certificate of Completion** of apprenticeship issued by a state training authority, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

If you have obtained an **Offshore Technical Skills Record** issued by a relevant Assessing Authority under Migration Regulations, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

OR

3. Tick the box if you are applying for an electrical joiner or electrical linesperson licence on the basis of qualifications, skills or experience you acquired within Australia prior to 1 October 2002. You will need to attach evidence of your qualifications. Call our electrical licensing information services on 1300 362 128 for details.

Section 4 - Completion statement

If you have completed a course of training with a Supervising Registered Training Organisation (SRTO) then you will need to confirm that your completion statement has been forwarded to the department before you submit your application. Provide the name of the SRTO, state of issue and the student number in the space provided on the form. Failure to provide all required details may lead to delays in processing.

If you are issued with an Electrical Work Training Permit you will be required to have 'on job' supervision by the holder of a current electrical worker licence (equivalent or higher scope). Please supply details of this licence holder. This is a condition of the Electrical Work Training Permit.

Section 5 - Resuscitation competence (CPR)

Section 42(4) of the Electrical Safety Regulation 2013

To be issued a licence other than an electrical work training permit, you must have been trained in, and declared competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock.

Electrical linespersons must also have been trained in, and declared competent to carry out, resuscitation and rescue at a pole top or transmission tower (PTR) on an individual who has stopped breathing or is unconscious because of electric shock.

You can make a declaration of your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. **Please note; course competency must include physical demonstration of CPR skills and knowledge on a manikin. Solely computer based systems do not fulfil this requirement.** Training certificates must be issued within the last 12 months and be current at the time of application received by the department. You must have:

- a current statement or certificate of attainment, or
- another equivalent document stating that you are competent in resuscitation.

Exemption from resuscitation competence may be granted on medical grounds. Where an exemption is granted, the licence issued will have conditions, detailed on it, that the holder must not act in a role, for example as a safety observer, where they may be required to rescue or resuscitate a person.

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 or fax address provided on the form.

Providing documentation

Documentation in support of your application, e.g. evidence of relevant/other qualifications, should be sent with your application. If all supporting documentation is not received within 28 days of your application being submitted, you will be taken to have withdrawn 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 electricalsafety.qld.gov.au.

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office is conducting 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.

The Electrical Safety Office will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. Any refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website.

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

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

Application checklist

- Licence class/es ticked
- Applicant details provided
- 100 points achieved for proof of identity declaration signed by authorised person
- Either section 3A (Interstate qualification) or 3B (relevant/other qualification) completed and required documentation of statutory declaration and certified copy of interstate licence attached
- Confirm your SRTO has forwarded your completion statement to the Electrical Safety Office
- Competent in resuscitation (and pole top rescue for linespersons)
- Full fee sent in with application
- Declaration has been signed and signature of witness completed

Application for review or appeal of decision

A person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision.

If the licensing decision was made under the *Electrical Safety Act 2002* (the Act) section 168 you may apply for a review of decision to the Electrical Licensing Committee. Please submit an application for review of decision (licensing), using form 29 within 14 days of being advised of the licensing decision. In accordance with section 172 of the Act, a person whose interests are affected by a disciplinary decision, original regulator decision, original decision or review decision may appeal against the decision to the Queensland Civil and Administrative Tribunal (QCAT).

If the licensing decision was made under either the *Mutual Recognition (Queensland) Act 1992* or *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, subject to the *Administrative Appeals Tribunal Act 1975*, an application may be made to QCAT for review of a decision of a local registration authority in accordance with section 34 and section 33 respectively. Please refer to the website of www.aat.gov.au for information on the review process.

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
Email: LPS@oir.qld.gov.au

Electrical worker licensing fee guide

The below amounts are correct as of 1 July 2016 and are available online at www.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