

Form 31

Application for an electrical work licence (permit holder)

V 1.07.2017

Electrical Safety Act 2002

Use this form to apply for an electrical work licence after completion of the training under your electrical work training permit.

Please ensure you have confirmed with your registered training organisation (RTO) that a completion statement (Form 39) will be forwarded to our office. Your application will not be processed until a completion statement has been received. **DO NOT** send a completion statement with this application.

Please complete all fields in BLOCK LETTERS

Section 1 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 2 Permit number and RTO details

Please ensure this information is the same as it will appear on the completion statement issued by your RTO.

Permit number	Expiry date
Name of RTO	
Student No.	

Section 3 Resuscitation and rescue

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

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 4 Declaration

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

Section 5 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 receiving 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 receiving address

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

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
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.