

Form 20

Application for addition or change of qualified person/ authorised parties for a contractor licence

V 1.07.2017

Electrical Safety Act 2002

Please complete all fields in **BLOCK LETTERS**

Only complete those sections relevant to the types of licence (restricted or unrestricted)

Section 1 Applicant/Company details

NOTE: The nominated qualified technical person (QTP) and qualified business person (QBP) must be either:

- for a sole trader – the applicant or an employee
- for a partnership – a partner or employee
- for a corporation – an executive officer or employee of the corporation.

NOTE: If you are nominating more than one QTP or QBP you must provide a completed section 3 or 4 for each nominee

Section 2 Current licence details

Name on contractor licence	
Contractor licence number	

Section 3 Authorised parties

Indicate whether you wish to add authorised parties for this licence

Name			
Position			
Signature			

Indicate whether you wish to remove any authorised parties for this licence

Name	

Section 4 Removing qualified persons

Indicate whether you wish to remove any existing QTPs or QBPs from this licence

Nominate the qualified person to be removed from the licence

Name	Licence number	QTP	QBP
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Section 5 Adding a qualified technical person (QTP) for an unrestricted electrical contractor licence

5.1 QTP 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 number	Email

5.2 QTP history

	YES	NO
Have you been refused or disqualified from holding an electrical licence/registration in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had an electrical licence/registration cancelled or suspended in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been subject to disciplinary action under the <i>Electrical Safety Act 2002</i> or corresponding law of another jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been issued with an improvement notice, electrical safety protection notice or infringement notice under the <i>Electrical Safety Act 2002</i> for which there is outstanding payment or rectification?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered YES to any of the above questions you will be contacted for further information

5.3 QTP eligibility

STEP 1 - To be eligible you must hold:

- a Queensland electrical work licence for at least 12 months, or
- a Queensland electrical work licence issued under mutual recognition of an interstate/New Zealand licence that you have held for at least 12 months

Queensland electrical work licence number	Expiry date
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STEP 2 - You must also meet one of the following eligibility criteria

<input type="checkbox"/> I have completed the following units of competency within the last three years UEENEEG197A; UEENEEG122A and UEENEEG123A <ul style="list-style-type: none">• Provide copies of your statements of attainment
<input type="checkbox"/> I am nominating under one of the transitional provisions below. I am aware that I need to complete UEENEEG197A, UEENEEG122A and UEENEEG123A within three months from the date of approval. <ul style="list-style-type: none">• Indicate below which transitional provisions applies.
Transitional provisions for QTP eligibility <input type="checkbox"/> I am or have been QTP on a Queensland electrical contractor licence within the last three years. <input type="checkbox"/> I have completed UEENEEG197A within the last three years. <ul style="list-style-type: none">• Provide a copy of your statement of attainment

5.4 Declaration by QTP

I declare that:

- I am a fit and proper person and competent to perform the technical aspects of electrical work as, or for, a licensed electrical contractor.
- I agree to be the nominated qualified technical person for the applicant.
- the information provided by me for this application is true and correct to the best of my knowledge.

I am aware that I should inform the Electrical Safety Office if I cease to be the qualified technical person or no longer wish to be the qualified technical person for this contractor licence.

Signature	Date
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For further information on the role QTP, visit our website [here](#).

Section 6 Qualified business person (QBP) for an unrestricted electrical contractor licence

6.1 QBP 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 number	Email

6.2 QBP history

	Yes	No
Have you ever been subject to actions under parts IX or X of the <i>Bankruptcy Act 1966</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered Yes, have you been discharged lawfully from the bankruptcy? • Provide evidence of your discharge	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a director or a manager of a company which is subject to a winding up order, placed in receivership or administration, or under official management, had a controller appointed, or entered into other arrangements with creditors due to insolvency?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of any criminal offence (excluding traffic offences) relating to honesty within the last ten years e.g. fraud or stealing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of an offence under section 596 of the <i>Corporations Act 2001 Cth</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disciplined by any Committee, Tribunal or Court in relation to the performance of electrical work in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a pending or current disciplinary proceeding by any committee, tribunal or court in relation to the performance of electrical work in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to any of the above questions you will be contacted for further information.

6.3 QBP competency - Indicate how you meet eligibility requirements to be a QBP

<input type="checkbox"/>	I have completed UEENEE101A and UEENEEG175A within the last three years. and either <ul style="list-style-type: none"> • BSBSMB401A (within the last three years), or • a business qualification of diploma level or higher (e.g. Bachelor of Business) • Provide copies of your statements of attainment and qualifications as relevant.
<input type="checkbox"/>	I have been operating a business for a period of, or periods totalling, five years. <ul style="list-style-type: none"> • Provide a statutory declaration from your accountant/employer/manager detailing your business experience.
<input type="checkbox"/>	I am currently or have been a QBP for a Queensland electrical contractor licence within the last three years. <ul style="list-style-type: none"> • Provide your licence number
Electrical contractor licence number	
Expiry date	

6.4 QBP proof of identification

<input type="checkbox"/>	I hold a Queensland electrical work licence (provide your licence number below), OR
<input type="checkbox"/>	I have provided certified copies of proof of identity in accordance with Table 1
Electrical contractor licence number	
Expiry date	

6.5 Declaration by QBP

I declare that:

- I am a fit and proper person and competent to perform the business aspects of electrical work as, or for, a licensed electrical contractor.
- I agree to be the nominated qualified business person for the applicant.
- the information provided by me for this application is true and correct to the best of my knowledge.

I am aware that I should inform the Electrical Safety Office if I cease to be the qualified business person or no longer wish to be the qualified business person for this contractor licence.

Signature	Date
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Section 7 Adding a qualified technical person (QTP) for a restricted electrical contractor licence

7.1 QTP 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 number	Email

7.2 QTP history	Yes	No
Have you ever been refused or disqualified from holding an electrical licence/registration in Queensland or another jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had an electrical licence/registration cancelled or suspended in Queensland or another jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been subject to disciplinary action under the <i>Electrical Safety Act 2002</i> or corresponding law of another jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been issued with an improvement notice, electrical safety protection notice or infringement notice for which there is outstanding payment or rectification?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered YES to any of the above questions you will be contacted for further information.		

7.3 QTP eligibility

To be eligible you must:

- hold a Queensland electrical work licence, or
- have completed either UEENEEPo26 (for testing and tagging only), or
- be an RPEQ registered practising electrical engineer

<input type="checkbox"/>	I hold a Queensland electrical work licence
Queensland electrical work licence number	
Expiry date:	
<input type="checkbox"/>	I do not hold an electrical work licence. I am applying for a restricted electrical work licence for testing and tagging work only. <ul style="list-style-type: none">• Provide a copy of your statement of attainment in UEENEEPo26.
<input type="checkbox"/>	I do not hold an electrical work licence. I am a RPEQ registered practising electrical engineer. <ul style="list-style-type: none">• Provide a copy of your engineering qualification.
RPEQ registration number	
Expiry date	

7.4 QTP proof of identification

<input type="checkbox"/>	I hold a Queensland electrical work licence and have provided the licence number in section 6.3, OR
<input type="checkbox"/>	I have provided certified copies of proof of identity in accordance with Table 1

7.5 Declaration by QTP

I declare that:

- I am a fit and proper person and competent to perform the business aspects of electrical work as, or for, a licensed electrical contractor.
- I agree to be the nominated qualified business person for the applicant.
- the information provided by me for this application is true and correct to the best of my knowledge.

I am aware that I should inform the Electrical Safety Office if I cease to be the qualified business person or no longer wish to be the qualified business person for this contractor licence.

Signature	Date
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For further information on the role QTP, visit our website [here](#).

Section 8 Qualified business person (QBP) for an restricted electrical contractor licence

8.1 QBP 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 number	Email

8.2 QBP history

	Yes	No
Have you ever been subject to actions under parts IX or X of the <i>Bankruptcy Act 1966</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered Yes, have you been discharged lawfully from the bankruptcy? • Provide evidence of your discharge	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a director or a manager of a company which is subject to a winding up order, placed in receivership or administration, or under official management, had a controller appointed, or entered into other arrangements with creditors due to insolvency?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of any criminal offence (excluding traffic offences) relating to honesty within the last ten years e.g. fraud or stealing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of an offence under section 596 of the <i>Corporations Act 2001 Cth</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disciplined by any Committee, Tribunal or Court in relation to the performance of electrical work in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a pending or current disciplinary proceeding by any committee, tribunal or court in relation to the performance of electrical work in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to any of the above questions you will be contacted for further information.

8.3 QBP competency - Indicate how you meet eligibility requirements to be a QBP

<input type="checkbox"/>	I have completed one of the following courses within the last two years UEENEEE175A BSBSMB401A • Provide copies of your statements of attainment.
<input type="checkbox"/>	I have been operating a business for a period of, or periods totalling, five years. • Provide a statutory declaration from your accountant/employer/manager detailing your business experience.
<input type="checkbox"/>	I am currently or have been a QBP for a Queensland electrical contractor licence within the last three years. • Provide your licence number
Electrical contractor licence number	
Expiry date	

8.4 QBP proof of identification

<input type="checkbox"/>	I hold a Queensland electrical work licence (provide your licence number below), OR
<input type="checkbox"/>	I have provided certified copies of proof of identity in accordance with Table 1
Queensland Electrical contractor licence number	
Expiry date	

8.5 Declaration by QBP

I declare that:

- I am a fit and proper person and competent to perform the business aspects of electrical work as, or for, a licensed electrical contractor.
- I agree to be the nominated qualified business person for the applicant.
- the information provided by me for this application is true and correct to the best of my knowledge.

I am aware that I should inform the Electrical Safety Office if I cease to be the qualified business person or no longer wish to be the qualified business person for this contractor licence.

Signature	Date
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Section 9 Declaration by applicant

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

This person will also be the contact person for this licence.

All written correspondence will be sent and addressed to this person via the nominated postal address.

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	
Phone number	Email

I declare that:

- I am the applicant or am authorised by the applicant to sign this application.
- The applicant meets the eligibility requirements for an electrical contractor licence under the Electrical Safety Regulation 2013.
- If issued an electrical contractor licence the applicant will continue to meet eligibility requirements for the licence, including the requirement to have a person or persons qualified as a business person and a technical person.
- The information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature	Date
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Lodging your application

Please ensure you provide **legible certified copies** of any work licences, certificates or other records required and 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

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.

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) • Medicare card (Green, Blue or Yellow) • Interstate government-issued or government-approved Proof of Age Card 	<input type="checkbox"/> Current