

Form 12

Application for renewal, reinstatement or recognition of an expired Queensland electrical work licence

Serial number	CRN
Licence Number	

V15.06.2016

Electrical Safety Act 2002

INSTRUCTIONS: Read the guidelines when completing this application form. Details of supporting documentation required are outlined in the guidelines. The guideline sections align with this form's section numbers.

This application can be lodged electronically at electricalsafety.qld.gov.au if you are applying to renew or reinstate your licence.

For a licence that has expired more than 12 months you will need to complete this form and send to the Electrical Safety Office Licence Processing Services.

Section 1 - Function of this form

1A Do you wish to renew your existing licence?

- Yes - complete remainder of the form or renew online. No I wish to surrender my licence - go to section 6.

1B Has your existing licence been expired more than 12 months?

- Yes - Go to 1D No - Go to 1C

1C Do you wish to reinstate a Queensland electrical work licence expired within 12 months after the expiry date?

- Yes - complete remainder of the form or renew online.

1D Do you wish to apply for a Queensland electrical work licence equivalent to a class of licence previously held and expired more than 12 months ago?

- Yes - complete remainder of form and send to postal address for processing.

Section 2 - Licence details

I would like to renew the following classes of licence. Classes of licence not ticked will remain expired and will not show on your renewed/reinstated/recognised licence. Endorsements, restrictions, conditions and particulars nominated on your licence are listed in section 8.

Section 3 - Contact details

3A Information on, or relevant, to your current or previously held licence:			
Title: Mr / Mrs / Ms / Miss / Other			
Last 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:			

3B If your details in 3A have changed, please provide current details below:			
Title: Mr / Mrs / Ms / Miss / Other			
Last 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
	Suburb/Town/Locality		State Postcode
Phone:		Facsimile:	
Mobile:			
Email:			

Section 4 - 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.	
<input type="checkbox"/> 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)	
<input type="checkbox"/> 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 5 - Skills Maintenance

<input type="checkbox"/> I have met the skills maintenance requirements for the renewal/reinstatement/recognition of my licence (completion date, for all parts, must be within the previous two years).
You must provide documentary evidence, if you have completed any or all parts of the skills maintenance requirements through a Registered Training Organisation (RTO) or the online Skills Maintenance assessment at electricalsafety.qld.gov.au

Section 6 - Declaration

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.

OR

I _____ am the licence holder. I wish to surrender this licence. I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature:

Date:

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 Electrical Safety Office or providing a document to Electrical Safety Office 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

To complete this renewal online and to provide payment - visit electricalsafety.qld.gov.au
The online service is only available for licences expired less than 12 months.

Alternatively post 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 processed. If all supporting documentation is not received within 28 days you are taken to have withdrawn your application. The Electrical Safety Office will retain part of the paid fee to offset processing costs if an application is refused or withdrawn. Any refundable amount of the paid fee is shown in schedule 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website. 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 to renew, reinstate or recognise an expired Queensland electrical work licence 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 also 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 online register which is accessible by the public.

Section 8 - Licence class, restrictions, conditions and particulars

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 receipting 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).

<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: 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 receipting address	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality	State	Postcode

Guideline for the renewal, reinstatement or recognition of a Queensland electrical work licence

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

- renewal of your current electrical work licence soon to expire; or
- reinstatement of a Queensland licence within 12 months of expiry (reinstated licence will be issued with an expiry date that is five years from the original licence expiry date); or
- recognition of a previous Queensland licence expired for more than 12 months (new licence issued for five years)

To be accepted, an application must include the completed form or internet based application, and the full fee. Reading and 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 or refused and the department will retain a portion of the application fee to offset processing costs.**

An electrical work licence is issued for a period of five years and it is the responsibility of the electrical worker to ensure the licence is renewed prior to the expiry date. As a matter of courtesy, where possible, licence holders will be sent a renewal advice. This advice will contain a unique serial number, your licence number and your customer reference number (CRN). These numbers are required to access your individual record if you choose to submit your application through the website. **Please note - these online facilities are only for licences which have an expiry date up to 12 months from original expiry date.** To use the online facilities, or to find out more information about electrical licensing, visit the Electrical Safety Office website electricalsafety.qld.gov.au and follow the prompts.

The application form

Section 1 - Function of this form

If you wish to renew your electrical work licence, reinstate your electrical work licence or apply for a class of licence previously held, tick the relevant "Yes" box and complete the remainder of the form.

If you do not wish to renew your electrical work licence tick the "No" box and make declaration in the relevant part of section seven. No further details are required.

Section 2 - Licence details

The class/es of electrical work licence you hold are identified in this section. Any endorsements, units of competence, restrictions, conditions and particulars attached to your licence are listed in section 8.

Indicate by ticking the appropriate boxes which class/es you wish to renew. Any classes of licence not ticked will remain expired. For example if you hold licences in the classes of electrical mechanic and electrical linesperson and you choose only to demonstrate that you have maintained your electrical mechanic skills, then simply tick the electrical mechanic class. Your electrical linesperson licence will expire as of the expiry date.

Section 3 - Contact details

Your contact details held on the electrical licensing system have been pre-printed on the application form. If these details are not correct please provide your correct details in the spaces provided on page two of the renewal form. **Do not write over the pre-printed contact details.**

If you have changed your name, you will need to provide evidence of the name change (in the form of a certified copy of any supporting documents) with your application. You are not required to send evidence of any other change in contact details.

Remember, under section 60(5) of the Electrical Safety Regulation 2013, it is your responsibility to notify the Electrical Safety Office of any new contact details within 14 days of change. Current contact details allow the Electrical Safety Office to easily contact you with important information regarding your licence.

Section 4 - Resuscitation competence

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 Electrical Safety Office. 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 5 - Skills maintenance

Electrical Safety Regulation 2013 Part 4

This requirement relates to the eligibility requirements for the renewal of all classes of electrical work licence.

You must be able to demonstrate continued competence in your electrical trade, including knowledge and ability in essential electrical safety principles, such as testing, which will ensure the safety of yourself and the community.

There are a number of options available for you to provide evidence of your skills maintenance, which must be completed within the previous two years for your application.

- You can complete one of the skills maintenance courses or electrical licence renewal courses available for your class of work licence through a Registered Training Organisation. Contact details are listed on the ESO website. You will need to forward your course results with your renewal application.
- Complete an online self-paced skills maintenance course and related assessment.

This is available at the Electrical Safety Office website at electricalsafety.qld.gov.au.

Section 6 - Declaration

If you are submitting the application on-line you must click the check box to accept the terms and conditions of the application, or if you are submitting the printed document you must sign the declaration on the form to accept the terms and conditions of the application. The Electrical Safety Office 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 Electrical Safety Office that you know is false or misleading in any material particular.

Section 7 - Lodging this form

If your licence has been expired for less than 12 months, you may either complete and lodge the application online, or send the application to the postal or fax address provided.

If your licence has been expired for more than 12 months, you will not be able to complete the application online. You must complete this application (form 12) and send it to the postal address provided.

Section 8 - Licence class, restrictions, conditions and particulars

Providing documentation

Documentation in support of your application, e.g. skills maintenance, should be sent with your application, unless you lodged through the website. If you are lodging your renewal forms online, but have completed your skills maintenance through an Registered Training Organisation (RTO), you will need to send supporting documentation immediately after submitting your application.

If you are applying for a restricted electrical worker licence that expired more than 12 months ago, it is a requirement that you demonstrate that you have an occupational need to perform incidental electrical work.

Acceptable forms of evidence include statements from a current employer or a statutory declaration (if self-employed) outlining the incidental electrical work to be performed, electrical equipment and voltages of equipment on which you work.

Your application will be considered withdrawn if all of the required supporting documentation is not received by the Electrical Safety Office within 28 days of your application being submitted.

You must provide verified or certified copies of required documentation. 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 the Electrical Safety Office website.

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 9 - Fee

No application will be accepted unless full payment is received.

Fee: View the list of scheduled fees at worksafe.qld.gov.au/oir-fees. GST does not apply to fees.

The Electrical Safety Office will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. 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 classes to be renewed are ticked
- Name, address and contact details are correct
- Competent in resuscitation (and pole top rescue for linespersons)
- Skills maintenance complete
- Skills maintenance evidence or declaration enclosed
- Fee sent in with application

Application for review or appeal of decision

Under section 168 of the *Electrical Safety Act 2002* (the Act) a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. Under section 172 of the Act a person (including a corporation or body corporate), whose interests are affected by a disciplinary decision, original decision or review decision may appeal against the decision to the the Queensland Civil and Administrative Tribunal (QCAT).

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: www.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 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