

Form 19

Application for a renewal or reinstatement of a Queensland electrical contractor licence

Serial number	CRN
Licence Number	

V15.07.2016

Electrical Safety Act 2002

This form can be lodged electronically at electricalsafety.qld.gov.au

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.

Section 1 - Do you wish to renew your licence?

Do you wish to renew your licence?	
<input type="checkbox"/> Yes - Complete remainder of form	<input type="checkbox"/> No - Go to section 4 and return form to PO Box 820, Lutwyche Qld 4030.
If you have changed the legal entity and as a result your ABN has changed, then you cannot renew this licence. You must tick 'No' above and complete an application for a Queensland electrical contractor licence (form 18).	

Section 2 - Contact details

A. This is the current information held about your electrical contractor licence.																						
Licence restrictions and particulars:																						
Legal name (legal entity attached to ABN):																						
ACN:												ABN:										
The ACN or ABN must be attached to the legal name entered above (please note - a corporation must supply an ACN).																						
Registered business/trading name/s:																						
Business and postal details must be within Australia. If business and postal address are the same then write 'as above' in the postal address field.																						
Business address:	Unit/Building No.			Street No.				Street Name														
	Suburb/Town/Locality											State			Postcode							
If business and postal address are the same then write 'as above' in the postal address field.																						
Postal address:	Unit/Building No.			Street No.				Street Name/PO Box														
	Suburb/Town/Locality											State			Postcode							
Phone:												Fax:										
Mobile:																						
Email:																						



B. If any of your details have changed, please list below			
Legal name (legal entity attached to ABN):			
If your ABN and / or ACN has changed you will need to submit a new application for an electrical contractor licence (form 18)			
Registered business / trading name/s:		Add	Remove
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
Business address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
If business and postal address are the same then write 'as above' in the postal address field.			
Postal address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Phone:		Fax:	
Mobile:			
Email			
Please ensure that the qualified person details are correct (must be a current employee, member of the partnership, or member, or executive officer).			
Qualified Technical Person/s		Qualified Business Person/s	
Name	Licence number	Name	
If you wish to remove or add a qualified person then you will also need to complete and submit <i>Application for additional/change of qualified person on a contractor licence (form 20)</i>			

Section 3 - Liability and consumer protection insurance

DECLARATION - Currency of liability and consumer protection insurance			
Under section 51 of the Electrical Safety Regulation 2013, Queensland electrical contractors are required to hold current broadform public and products liability insurance of at least \$5,000,000 and consumer protection liability of at least \$50,000 under a contract of insurance issued in the name of the applicant.			
<input type="checkbox"/> By ticking the check box, I, the authorised person, confirm the following; <ul style="list-style-type: none"> - the electrical contractor licence applicant (as named in section 1 of this application) holds current broadform public and products liability insurance of at least \$5,000,000 under a contract of insurance, including consumer protection insurance of at least \$50,000 at the time of making this application - the above insurance cover is in the legal name of the applicant (that is the same name as applicant stated in section 1) - I hold documentary evidence of the currency of the above insurance cover, which is available for auditing purposes (see guidelines). 			
Name of insurer:			
Policy number:		Expiry date:	
IMPORTANT: Failing to complete all of section 3 (including the tick box) will result in an invalid application.			

Section 4 - Declaration

Complete the details of the applicant or the person authorised (refer guidelines) 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 electrical contractor's postal address.

Title: Mr / Mrs / Ms / Miss / Other

Family name:

Given name/s:

Middle name/s:

Contact name:

Mobile:

Email:

Fax:

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.

The person/s nominated on this form to be the qualified technical person and the qualified business person meet the requirements under the Electrical Safety Regulation 2013. I agree to ensure that the details and qualifications for the qualified persons on this licence will be maintained.

OR

I do not wish to renew this licence and I am the licence holder or am authorised by the licence holder to sign this declaration.

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 the 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 5 - Lodging this form

You may lodge your application by mail to:

Electrical Safety Office Licence Processing Services

PO Box 820

Lutwyche Qld 4030

or

Fax: +617 3874 7670

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 the Electrical Safety Office website: 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 department'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).

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

Guidelines for the renewal or reinstatement of a Queensland electrical contractor licence

These guidelines are designed to assist with the application for the:

- **renewal** of your current electrical contractor licence; or
- **reinstatement** of your electrical contractor licence that has been expired for less than one year.

Please note that you cannot renew or reinstate your electrical contractor licence if:

- it has been expired for more than one year; or
- you have changed the structure of your business (e.g. changed from sole trader to a company); or
- you have changed your ABN/ACN.

In these circumstances you will need to apply for a new electrical contractor licence using the form 18.

To be accepted, an application must include the completed form and the full fee. **You must ensure that you meet the eligibility requirements for the licence before submitting your application.** Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. 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 contractor licence is issued for a maximum period of one year and it is the responsibility of the electrical contractor to ensure the licence is renewed prior to the expiry date.

Approximately one month before your licence expires you will be sent a pre-printed application form for the renewal. The form 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 on-line.

To use the online facilities, or to find out more information about electrical licensing, visit the Electrical Safety Office website at electricalsafety.qld.gov.au and follow the prompts.

The application form

The application form must be the current version of the application for the renewal or reinstatement of a Queensland electrical contractor licence (form 19). See electricalsafety.qld.gov.au.

Section 1 - Do you wish to renew your licence?

If you wish to renew your electrical contractor licence tick the 'Yes' box and complete the remainder of the form.

If you do not wish to renew your electrical contractor licence tick the 'No' box and make declaration in the relevant part of section 4 and return to the address provided. No further details are required.

Section 2 - Current 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. Do not write over the pre-printed contact details.

Licence restrictions and conditions

Licence restrictions and conditions are determined by the scope of work to be performed, your qualified technical person's electrical work licence and the courses of instruction or examination they have undertaken. Your qualified person details are on page two of the renewal form.

Legal name, legal status, ACN and ABN

Your legal name and ABN (if provided) have been pre-printed on the application form. If an ABN is supplied it must correspond to the legal name provided on the application form. If the information has changed, please provide the correct information in the space provided on page two.

An electrical contractor licence can only be held by an individual, a partnership or a corporation (section 47 of the Electrical Safety Regulation 2013). An electrical contractor licence cannot be issued to a trust. An electrical contractor licence can be issued to a trustee of a trust. The trustee is required to satisfy the regulator that they meet the relevant eligibility requirements. The Australian business number (ABN) or Australian company number (ACN) supplied in the application must be registered to the legal name provided.

Section 2 - Partnership OR Individual details

Business name/s

All business names provided must be registered with the Australian Securities and Investments Commission (ASIC). Companies must also be registered with ASIC.

Business details

Changes to details for the business postal address, phone, mobile, email and facsimile can be made on the application form and do not require any supporting documentation. **Remember - under section 60(5) of the Electrical Safety Regulation 2013, it is YOUR responsibility to notify of any new contact details within 14 days of change. Current contact details allow the department to easily contact you with important information regarding your licence.**

Qualified persons

Each electrical contractor licence must have at least one Qualified Technical Person and one Qualified Business Person. The technical/business person can be the same person.

A qualified person must be an individual who had a particular relationship with the applicant (section 7 (3) of the Electrical Safety Regulation 2013). In most instances a qualified person will be your employee. Depending on the structure of your business your qualified person could also be a member of the partnership or member or executive officer of the corporation.

All electrical work must be performed or supervised by a Qualified Technical Person. **CHANGES TO THE QUALIFIED PERSONS ON YOUR LICENCE CANNOT BE MADE USING THIS FORM.** If the qualified persons listed on the application form are not correct please submit an Application for change of qualified person on a contractor licence (form 20) along with this application. Forms are available on the Electrical Safety Office website electricalsafety.qld.gov.au.

Section 3 - Liability and Consumer Protection Insurance

Section 51 of the Electrical Safety Regulation 2013 prescribes the insurance requirements for an electrical contractor licence.

Queensland electrical contractors are required to hold current broadform public and products liability insurance of at least \$5,000,000 and consumer protection liability of at least \$50,000 under a contract of insurance to satisfy the regulator.

Evidence to be provided includes full completion of section 3 of the application form, including ticking the check box. Additionally, the Electrical Safety Office may require you to provide documentation to prove the currency of the broadform public and products liability insurance for auditing purposes. This may be in the form of a completed 'certificate of currency' (template available online at electricalsafety.qld.gov.au) or an alternative form of documented evidence from an Australian Prudential Regulation Authority (APRA) authorised insurer/s confirming the policy meets the regulator's requirements.

Any alternative forms of documented evidence of insurance must verify the insurer's identity by letterhead or company stamp and include the insurance details covered by the certificate of currency, specifically:

- a policy including cover for goods in care, custody or control; and
- liability arising from testing and certification of work in accordance with the Electrical Safety Regulation 2013; and
- injury or damage arising from faulty design work performed by you including where you did not charge a specific fee for such design work; and
- injury or damage arising from incorrect advice including where you did not charge a specific fee for such advice; and
- consumer protection liability for at least \$50,000; and
- nominate that the insurance is provided for the purposes of meeting the insurance requirements for an electrical contractor licence under section 51 of the Electrical Safety Regulation 2013.

It is acceptable for more than one APRA authorised insurer to combine to provide the complete package of insurance with e.g. one insurer providing the consumer protection liability component and the other the remainder. Each component must be evidenced by either the certificate of currency or another form of documented evidence.

The evidence of insurance must nominate the applicant's full legal name in the 'name of the insured'. The legal name of the business must be entered in the name of insured. For example, if the company's legal name is ABC Pty Ltd and your business name is Sparkies, the name of insured can be ABC Pty Ltd trading as Sparkies.

OR Legal name of the business but no business name when a business name was stated on the application form. For example ABC Pty Ltd trading as Sparkies, but only for ABC Pty Ltd is shown on the certificate of currency.

OR When a licence is issued to a trustee the name of insured can be shortened to the individual, partnership or corporation. For example if the trustee's full legal name is Citizen Pty Ltd as trustee for the Citizen Family Trust, the name on the insured can be Citizen Pty Ltd.

Section 4 - 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 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.

The declaration can be made by either the applicant or a person authorised by the applicant to sign the declaration (e.g. if the applicant is a corporation the person authorised to sign the declaration is an authorised director of the corporation). It is important to provide details of the person who signs the application form since all written correspondence for the contractor will be addressed to this person.

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 5 - Lodging this form

Only send the completed application and all supporting documentation to the postal or fax address provided on the form if you have not completed the online self renewal for electrical contractors.

Providing documentation

Documentation in support of your application, e.g. trading name change registration document, must be sent with your application. If you are lodging on-line you will need to send your supporting documentation immediately after submitting your application. You will be taken to have withdrawn your application if all supporting documentation is not received within 28 days of your application being submitted.

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 the Electrical Safety Office website electricalsafety.qld.gov.au.

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office conducts audits to ensure that contractors 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 6 - Fee

An application will not be accepted unless full payment is received. 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.

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

Pay by cheque or money order

Please ensure cheques and money orders are payable to:
Electrical Safety Office

Pay by credit card

Credit card details on the application are destroyed immediately after the application has been receipted. Please do not mail cash.

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 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: electricalsafety.qld.gov.au
Email: LPS@justice.qld.gov.au

Electrical contractor 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 18 - Application for electrical contractor licence	\$361.40
Form 19 - Application for renewal or reinstatement of a Queensland electrical contractor licence	\$361.40
Form 22 - Change of details/replacement/additional card	\$ 29.80