

Form 6o8ZE

V19.01.21

Application for a major amusement park licence

Applicants must complete this form when applying for, or renewing, a major amusement park (MAP) licence under s.6o8ZE or s.6o8ZX of the Work Health and Safety Regulation 2011.

1 Licence application type (check one box only)

<input type="checkbox"/> New licence	<input type="checkbox"/> Licence renewal
If renewing, please list the existing licence number	

2 MAP information

Trading name of major amusement park			
Location of major amusement park	Number	Street name	
	Suburb/locality	State	Postcode
Property data:	Lot	Plan	
Coordinate location of MAP's main entrance to 6 decimal places.	Latitude	Longitude	
Describe additional locations information (e.g. if there are connected parks or storage facilities/operational centres removed from this application for a MAP licence).			

3 MAP operator contacts

Please provide contact details of the person(s) who may be contacted by OIR about this application:

Contact 1

Name	Phone	Email	
Postal address PO Box or property name	Number	Street name	
Suburb/locality	State	Postcode	

Contact 2

Name	Phone	Email	
Postal address if different from above			
PO Box or property name	Number	Street name	
Suburb/locality	State	Postcode	

Declaration 2: Has the operator (and in the case of a body corporate, any officer of the body corporate) entered into an enforceable undertaking under a relevant WHS law?

No **Yes** If yes, provide details below for the individual or the body corporate and each of its officers separately as applicable.

Declaration 3: Has the operator (and in the case of a body corporate, any officer of the body corporate) previously been refused an equivalent licence under a relevant WHS law?

No **Yes** If yes, provide details below for the individual or the body corporate and each of its officers separately as applicable.

Declaration 4: Has the operator (and in the case of a body corporate, any officer of the body corporate) held an equivalent licence under a relevant WHS law?

No **Yes** If yes, provide details below for the individual or the body corporate and each of its officers separately as applicable regarding:

- any condition imposed on that licence
- whether that licence had been suspended or cancelled and if so whether the operator had been disqualified from applying for a similar licence
- details of any suspension, cancellation or disqualification.

5.1 Licence application declaration

I declare that:

- for a body corporate applicant only:
 I have authority from the body corporate to complete and submit this application
- the information contained in the application is true and correct to the best of the operator's knowledge (s.6o8ZE (2)(g))
- I acknowledge it is an offence under s.268 of the Work Health and Safety Act 2011 to provide false and misleading information in this application or in any documents submitted in support of this application.

First name	Surname	Position:
Signature:		Date:

6 Submitting the application

- Please check that all fields in this form have been completed and the safety case is in the correct format.
- The amusement device safety case is attached with all supporting appendices or attachments (refer 7 Safety case submission additional information).

Submit the application by:

Post

Engineering Services
Specialised Health and Safety Services
Office of Industrial Relations
PO Box 820
Lutwyche QLD 4030

Electronically

- Email: map.licensing@oir.qld.gov.au
- USB storage devices can be mailed
- A secure file share platform is also available (contact your Engineering Services case officer)

Privacy statement.

The Queensland Government is collecting personal information on this form under s.6o8ZE or s.6o8ZX of the Work Health and Safety Regulation 2011. The Queensland Government may disclose this information as needed to other Commonwealth, state or territory entities as required in the administration of equivalent Acts, prescribed Acts or for the purpose of public safety as required under s.271 of the *Work Health and Safety Act 2011*. The application is also subject to the rights and protections afforded under the *Right To Information Act 2009*.

Guide to Application for a major amusement park licence

The following information is provided to assist with completing the application form to apply or renew a major amusement park (MAP) licence under Chapter 9A of the Work Health and Safety Regulation 2011. Any change to the information supplied must be provided in writing to the regulator within 14 days of the operator becoming aware of the change (s.608ZP of the Work Health and Safety Regulation 2011).

1 Licence application type

The operator of a new or existing MAP can apply for a licence if the park meets the criteria for a MAP (s.608A of the Work Health and Safety Regulation 2011).

A workplace is a major amusement park if there are at least four amusement devices located at the workplace; and

- at least one of the devices is an amusement device classified by section 2.1 of AS 3533 as a class 3 device, class 4 device or class 5 device; or
- a high structure water slide (the structure is at least 10m in height and used by patrons to access the slide); and
- each amusement device located at the workplace is used to conduct the business or undertaking at the workplace; and
- each amusement device located at the workplace is fixed at the workplace.

New major amusement parks

Prior to an expansion of an existing park or development of a new park that would meet or exceed the criteria for a MAP, the person conducting the business or undertaking (PCBU) should:

- contact the regulator to discuss the proposal
- consider the costs, resources and time required to prepare the application
- understand the legislative requirements for a safety assessment and safety management system over their current systems
- consider the ongoing costs and resources required to maintain those systems
- consider the relevant date which sets the time period for the safety case outline and licence application.

New licence application

If the park meets the definition of a MAP under s.608A of the Work Health and Safety Regulation 2011, then on the relevant day the workplace becomes a major amusement park, the operator (PCBU) is required to:

- provide the regulator with a safety case outline within six months
- apply for a MAP licence within two years.

If the park existed on 1 May 2019 and met the definition of a MAP under s.608A of the Work Health and Safety Regulation 2011, then the relevant day is 1 May 2019.

A licence exemption period under s.608D(2) of the Work Health and Safety Regulation 2011 allows the MAP to commence operating amusement devices prior to being authorised by a licence. During this time the operator will need to comply with all other applicable provisions of the Work Health and Safety Act and Regulation 2011.

The exemption period can be extended upon the operator's request if the regulator is satisfied there has not been sufficient time for the operator to comply.

Licence renewal

If the operator of the MAP holds a major amusement park licence, then the regulator may renew the licence. The operator must make the application to renew the licence at least six months before the licence expires. A copy of the amusement device safety case for the park is required with the application

2 MAP information

The MAP must provide the registered business or trading name associated with the park.

The lot and plan number are readily available through a variety of information sources. The Queensland Government website [Queensland Globe \[qldglobe.information.qld.gov.au/\]\(http://QueenslandGlobe.qldglobe.information.qld.gov.au/\)](http://QueenslandGlobe.qldglobe.information.qld.gov.au/) can be used to identify the property data. If more than one lot and plan number locates the park these should all be listed on the form.

The latitude and longitude information should be provided to the regulator to identify the location of the park's main entrance. Often a street address will not provide sufficient information to locate the main entrance. This also provides the regulator with graphic information system (GIS) to assist in locating the park if required.

Additional park information is required where the park has interconnections with other parks or there are operational or maintenance centres which the operator uses for those activities which are removed from the main park. These additional centres of operation should be included and identified by a description and address. Further information must be included in the safety case. Contractor operational centres that are not under the MAP's management or control do not need to be included in the information provided about the MAP.

3 MAP operator contacts

A significant amount of interaction is required with the park during the processing of a licence application. You must appoint a person, preferably two, within the organisation who can communicate with the regulator. The nominated people should have a good working knowledge of the safety case and the organisation's structure and people to facilitate any discussion during the assessment. Two people should be nominated to ensure that at least one person is available during the six-month assessment period to facilitate the timely processing of the application.

4 MAP operators' identity

Determining the identity of the MAP operator will depend on the business structure with management or control of a MAP. For example, the MAP operator may be an individual, corporation or trustee with management or control of the park and the power to direct the park be shut down.

If more than one person is an operator of the park, they may agree to nominate a person as the MAP operator under s.608C (2)(a). The nominee under s.608C(2)(b) of the Work Health and Safety Regulation 2011 must give the regulator written notice advising they have been nominated as the operator and that the other persons consent to the nominated person being the operator. Completing Section 4 MAP operators' identity meets the written notice obligation for the purpose of a licence application.

Where there is more than one operator and they do not nominate one person, then all people who can be identified fitting the definition of an operator under s.608C must be identified on the application form.

For the application to be considered properly made, the operator or operators must provide document(s) which provide sufficient legal information about the person to substantiate they are associated with the ACN/ABN that is attached to the business.

For individuals, a copy of an Australian driver licence is sufficient proof of identity.

For a body corporate, a copy of the ASIC current company extract (registered companies) and/or business name extract (registered businesses) will be required. The extract should contain a list of the officers of the company.

Where there is more than one operator and one person has not been nominated, then all people who can be identified as fitting the definition of an operator under s.608C will need to complete the operator identity information in Section 4 MAP operator's identity. If this occurs, please attach the additional information to the application.

5 Operators' declarations s.608ZE

Under s608ZE (2)(e) of the Work Health and Safety Regulation 2011 operators are required to declare a range of information about their work and safety history and previous equivalent licences held by the operator(s). The operator declarations are identified on the licence application form in Section 5 Operator declarations s.608ZE

The operator is required to provide information about the operator(s) of the MAP. The following information is required.

- a declaration about whether the operator has a relevant WHS conviction and details of the conviction
- a declaration about whether the operator has entered into an enforceable undertaking under a relevant WHS law and details of any enforceable undertaking
- a declaration giving details if an equivalent licence has previously been refused
- if an equivalent licence has previously been held, a declaration describing any conditions on that licence, whether the licence had been suspended or cancelled and disqualifications on the operator. The details of that suspension, cancellation or disqualification
- any additional information required by the regulator.

This information is required to inform the regulator in the decision-making process covered in s.608ZG (3) of the Work Health and Safety Regulation 2011.

If the declarations are not present, the regulator may ask you to review the application to provide the required information. If the information is easily obtained by the MAP, the regulator may ask for that information informally to ensure the application is made correctly. Alternatively, the regulator may require you to provide further information formally pursuant to s.608ZF Request for additional information of the Work Health and Safety Regulation 2011. In using the request for additional information the regulator will consult with you prior to making that formal request.

5.1 Licence application declaration

The application declaration is a statutory requirement and requires the operator to confirm details about the operator, the contents of the safety case and application. A duly authorised officer within the organisation should be chosen to sign the application. This could be the most senior executive officer of the body corporate, or if the operator is an individual, that person, or if the operator is a trust, the trustee of the trust.

6 Submitting the application

A separate licence application and safety case is required for each MAP, even if the operator has operational control over more than one MAP. Each safety case must identify the MAP to which it applies.

The information may be provided in hard copy or electronic format.

The safety case may be submitted electronically by email or internet file transfer. Alternatively, it can be delivered on a USB drive by post or in person. In person delivery of the application and safety case may be arranged by contacting your Engineering Services case officer.

Submit the application by:

Post

Engineering Services
Specialised Health and Safety Services
Office of Industrial Relations
PO Box 820
Lutwyche QLD 4030

Electronically

- Email: map.licensing@oir.qld.gov.au
- USB storage devices can be mailed
- A secure file share platform is also available (contact your Engineering Services case officer)

7 Safety case submission additional information

For the licence application to be correctly made, the safety case for the MAP must be submitted with the application. It is preferable that the safety case is one document for the main body of the text. Appendices can be provided as separate files but the safety case and appendices or any additional documentation are preferably supplied in the form of a zipped file to ensure the regulator receives all of the information.

7.1 Safety case endorsement

The amusement device safety case is required to be endorsed. Through signing, the signatory endorses the safety case as representing how the MAP operates. If the operator is a body corporate, the endorsement is required from the most senior executive officer of the body corporate, pursuant to s.6o8R (6) of the Work Health and Safety Regulation 2011.

The following statements must be included in the safety case or a letter attached to the safety case for the application to be properly made. Electronic signatures are acceptable.

The safety case must include, pursuant to s.6o8R (5), a signed statement by the MAP operator that:

- the information contained in the amusement device safety case is accurate and up to date
- as a consequence of conducting the safety assessment, the operator has a detailed understanding of all aspects of risk to health and safety associated with amusement device incidents that may occur
- the control measures to be implemented by the operator
 - will eliminate the risk of an amusement device incident occurring, so far as is reasonably practicable
 - if it is not reasonably practicable to eliminate the risk of an amusement device incident occurring—will minimise the risk so far as is reasonably practicable
 - if an amusement device incident occurs—will minimise its magnitude and the severity of its health and safety consequences so far as is reasonably practicable
- all persons to be involved in the implementation of the safety management system have the knowledge and skills necessary to enable each person to carry out their role safely and competently.

7.2 Preferred safety case document file formats

- Digital files in Adobe portable document format (pdf) for report and drawing document types or native format for spreadsheets and other document types.
- The safety case preferably supplied in a single zipped file.
- Each digital file should be named in an easily to follow and logical format.

7.3 Safety case presentation

The safety case should be structured in a clear and logical manner and be prepared with the following elements strongly considered in the final collation of the safety case

- The cover page should list the name and address of the MAP, and the name, title and contact details for the person the regulator should contact if information about the submission is required
- The date of publication and version identity of the safety case.
- The safety case should be set out in a clear and logical manner with headings, section numbers and a detailed table of contents.
- The safety case should be one complete PDF (if electronic submission is given), with linkages from the index to the section headers in the body of the text. Native format documents can be submitted.
- All PDF documents should be searchable where practical. Appendices can be attached separately, but need listing in the safety case contents table.
- All information in the safety case and any supporting documents should be legible—font sizes should be readable, and graphics/illustrations, diagrams and plans should be at an appropriate scale and of sufficient resolution for details contained within the document to be read.
- Site-specific or industry-specific terminology and abbreviations should be explained in a glossary.
- Each page should include in the header or footer sufficient information to identify the MAP to which it applies.
- Each page should include in the header or footer sufficient information to identify the document of which it forms part, including the date, version number, section number and page number (in the form 'page X of Y').
- Cross-referencing should be made to 'uniquely identified' plans, maps, diagrams and other attachments to assist the reader's understanding.
- Amusement device hazards and amusement device incidents should be clearly traceable through the documentation from the hazard identification phase through to the identification of key or critical controls. Terms associated with controls and hazards should be consistent.
- References to documents summarised in the safety case should identify the full document by title and version or revision date. This includes appended documents and/or referenced documents.
- Cross references in the safety case should be checked prior to submission to ensure they correctly reference material and that the material is present in the submission.
- It is recommended that procedures are not included in the safety case as they would then form a material particular to the safety case. Therefore, any alteration to a procedure would then lead to an update of the safety case. Where practical, excerpts or summaries should be used to convey the message. If further information is required, the Engineering Service Unit Case officer assessor will contact you.
- The safety case should be supplied as a whole document with the supporting appendices. If a link to a file server (One drive or other shared drive system) is provided, please zip all the files as one zip file. This avoids any potential loss of data during the downloading process, leading to an incomplete application.