

Form 21

Application for a restricted electrical work licence/permit

(other than completing apprentice)

V 1.12.2020

Electrical Safety Act 2002

Use this form to apply for a restricted electrical work licence other than as a Queensland completing apprentice (Form 10) or under the Mutual Recognition Act 1992 or Trans-Tasman Mutual Recognition Act 2003.

If you are granted an electrical work training permit, you will have twelve months to complete the required training. Upon completion of your training you will need to submit a Form 31 to obtain your licence.

Please complete all fields in BLOCK LETTERS

Section 1 Previous work licence history

Do you hold or have you ever held a Queensland electrical work licence/permit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES provide licence/permit number		
Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 2 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 3 Proof of identification

<input type="checkbox"/> I have previously held a Queensland electrical work licence or training permit (Enter this number in Section 1), OR
<input type="checkbox"/> I have provided identity documents in accordance with Table 1

Section 4 Resuscitation (CPR)

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

Section 5 Type of work

Holders of a Certificate III in air conditioning/refrigeration or instrumentation/process control are not required to complete this section.

To demonstrate your occupational need for a restricted electrical work licence you are required to provide a letter of support from your employer. The letter should be on business letterhead paper, signed by a suitably authorised person and provide the following details:

- the range and type of electrical equipment to be worked on,
- the voltage ratings of the equipment,
- the type of work (e.g. fault finding, disconnect/reconnect, replacement of plug tops)

Self-employed applicants need to provide a statutory declaration confirming similar information.

<input type="checkbox"/> I have provided a letter of support from my current employer
OR
<input type="checkbox"/> I have provided a statutory declaration demonstrating my occupational need

Section 6 Type of application

Section 6A Relevant/other qualification

Tick one of the following then complete section 6B
<input type="checkbox"/> I have a current Queensland restricted electrical work licence. I am applying for additional units of competency or additional endorsement
<input type="checkbox"/> I do not have a current Queensland electrical work licence. I am applying for a restricted electrical work licence/permit

Section 6B Demonstrate your eligibility. Complete only one of the following options

<input type="checkbox"/> I am applying for a new restricted electrical work licence on the basis of a licence expired longer than 12 months. I have completed the skills maintenance requirements for my expired licence class within the previous two years.	
Previous licence number	Expiry date
<input type="checkbox"/> I hold a tradesperson's certificate or an Offshore Technical Skills Record (OTSR) (provide copy)	
<input type="checkbox"/> I hold a qualification in a calling that requires the performance of electrical work (provide copy)	
<input type="checkbox"/> I have completed at least 3 years unstructured experience in a calling that requires the performance of electrical work (provide letter of support. See section 5 above)	

Section 7 Declaration

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

Signature	Date
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Section 8 Fees

Your application will not be processed until the prescribed fee has been paid. Please refer to the "Table of fees" at WorkSafe.qld.gov.au.

Please indicate your preferred method of payment below.

Your receipt will be sent to the email address provided. If you wish for your receipt to be sent to a different address, please 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 WorkSafe.qld.gov.au. For further information phone: 1300 632 993.

<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.

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

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 Identity documents

You need to provide **certified or witnessed copies** of two matching identity documents from the list below. The two documents can be:

- two category A documents
- OR
- one category A document and one category B document.

At least one document must be photographic and show a full name and date of birth.

Certified copies

A certified copy is a copy of an original document that has been verified to be a true copy by either a Justice of the Peace or a Commissioner for Declarations. For more information visit www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace

Witnessed copies

Copies of identity documents can also be witnessed by the following parties. The witnessing party will need to:

1. write on the copy "This is a true copy of the original document sighted by me on DD/MM/YY".
2. sign and print their name
3. provide a contact telephone number, and
4. state their profession/occupation

Approved witnessing parties

- Legal Practitioners, JPs or C-Decs
- Medical professionals (Doctor, Dentist, Nurse, Pharmacist, Physiotherapist, etc)
- Primary, secondary and tertiary teaching professionals
- Serving public servants (Local, State and Commonwealth)
- Chartered Accountants
- RPEQ engineers
- Post Office staff
- Financial institution staff (banks, building societies/credit unions)

Approved identity documents	
Documents or identity cards that carry an expiry date must be current	
Category A documents	
<ul style="list-style-type: none">• Australian or New Zealand driver licence• Australian Passport• Foreign Passport• Australian Birth Certificate - (full or extract)	
Category B documents	
<ul style="list-style-type: none">• Medicare card• Queensland High Risk Work licence• QBCC occupational licence• Australian Firearm Licence• Student ID Card• Australian Defence Force photo identity card (excluding civilians)• Australian Citizenship Certificate/Naturalisation Certificate• Certificate of Evidence of Resident Status	