



Application for a Gasfitting Authorisation

- This application kit is provided to assist persons making application for a gasfitting authorisation. The package contains:
 - an application form – to be completed by the applicant for a Gasfitting Authorisation
 - a letter of nomination – to be completed by the applicant's supervisor
 - an application check sheet – to be completed by the applicant
- Before making application for a licence, please read the information provided to ensure that the application is for the licence type that is relevant to the work for which the licence is required.
- Please submit all required documentation as listed in the 'Application Check Sheet' provided in this package.
- The completed package is to be returned to the Licensing Office at *EnergySafety*, together with payment of the current non-refundable application fee.

Issued: July 2012

EnergySafety
303 Sevenoaks Street (entrance Grose Ave) Cannington WA 6107
Postal address: Locked Bag 14, Cloisters Square WA 6850
Telephone: (08) 6251 2000
Email enquiries only: energylicensing@commerce.wa.gov.au
Internet: www.energysafety.wa.gov.au

Office Hours: 8:30am to 4:30pm Mon to Fri

(This form is valid until 30 June 2015)

Application for a Gasfitting Authorisation - Application Form

This "Application Form" is to be completed by the applicant

Please print neatly in **BLOCK LETTERS** with a black or blue pen only

All applications must be sent by Australia Post or lodged in person at the Licensing Office

Provide details of applicant	<p>Applicant Details</p> <p>Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Date of Birth: _____</p>
Provide details of current residential address	<p>Residential Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
If same as above address, write "as above"	<p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Provide contact details Provide email address if available	<p>Home Phone No: _____ Work Phone No: _____</p> <p>Mobile Phone No: _____ Facsimile: _____</p> <p>Email Address: _____</p>
Provide details of current WA licence	<p>Are you currently registered as a gas fitter in Western Australia?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If answer is 'Yes', please complete: GF _____ Expiry Date: _____</p>
Provide details of business/employer	<p>Business Employer Details</p> <p>Name: _____</p> <p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p> <p>Future changes to employer details must be notified in writing to the EnergySafety Licensing Office, for the Authorisation to remain valid</p>
Provide details of where the gasfitting work will be carried out	<p>Site Details</p> <p>Site Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p> <p>Site Telephone No: _____ Site Facsimile No: _____</p> <p>Site Email Address: _____</p>

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<p>Tick relevant class type</p>	<p>Class Type</p> <p>This Authorisation application is for the following class type (please indicate by a tick):</p> <p><input type="checkbox"/> G All gasfitting work except gasfitting work classed as Class I, E or P.</p> <p><input type="checkbox"/> I Gasfitting work —</p> <p>(a) on a consumers' gas installation associated with Type B appliance; or</p> <p>(b) on piping that has an operating pressure of more than 200 kPa, not being gasfitting work referred to in paragraph (a) or classified as Class E or P.</p> <p><input type="checkbox"/> E Gasfitting work associated with a mobile engine.</p> <p><input type="checkbox"/> P Gasfitting work on a gas installation associated with the storage and dispensing of gas for the refuelling of a motor vehicle as defined in section 5 of the <i>Road Traffic Act 1974</i>.</p>
<p>Provide details of gasfitting work to be performed</p> <p>Gas pipe operating pressure must be included</p> <p>Where applicable, the "List of Type B Appliances" on page 4 must also be completed</p>	<p>Scope of Gasfitting Work</p> <p>Details of gasfitting work to be carried out by this applicant (the Authorisation holder):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>MUST indicate the number of persons to be supervised at any one time</p>	<p>Supervised Gas Fitters (this information must be provided)</p> <p>Number of persons who will be supervised by the Authorisation holder: <input style="width: 100px; height: 20px;" type="text"/></p> <p>- in accordance with Regulation 16(2) of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 (referred to as "the Regulations").</p>
<p>Read the declaration and sign where indicated</p>	<p>Declaration</p> <p>In accordance with Section 13A (10) of the <i>Gas Standards Act 1972</i>, I declare that the information in this application and any documentation attached by me is complete and true to the best of my knowledge.</p> <p>If the Authorisation is granted, I will ensure that:</p> <ul style="list-style-type: none"> the gasfitting work carried out will be within the scope and conditions of issue of the Authorisation and will comply with the Regulations; and all gas fitters I will be supervising will comply with the Regulations and will receive appropriate training to carry out the work under the Authorisation. <p>Applicant's Signature: _____ Date: _____</p>

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<p>Credit card details submitted as payment remain confidential at all times</p>	<p>Payment Details</p> <p>Non-refundable application fee of \$448.00 (the authorisation is valid for one year).</p> <p> <input type="checkbox"/> Cash payment (please do not send cash through Australian Post) <input type="checkbox"/> Cheque enclosed (made payable to Department of Commerce) <input type="checkbox"/> Credit Card payment <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa </p> <p>Please Note: Application forms with credit card payment authorities can only be sent by Australia Post to Energy Safety Locked Bag 14 Cloisters Square WA 6850 and are <u>not</u> to be sent by email or facsimile.</p> <p>Card Number _____ / _____ / _____ / _____ Expiry Date <input type="text"/> / <input type="text"/></p> <p>Cardholder's Name: _____ Amount <input type="text"/> \$</p> <p style="text-align: center;"><small>(PLEASE PRINT)</small></p> <p>Cardholder's Signature: _____</p>
<p>Licensing Office Use Only</p>	<p>Reference Number:</p> <p>GF _ _____</p>

Application for a Gasfitting Authorisation - Letter of Nomination

This "Letter of Nomination" is to be completed by the senior manager (of the employer) to whom the applicant reports

<p>Provide company trading name</p>	<p>Employer Details Trading Name of Company: _____</p>
<p>Provide details of senior manager</p>	<p>Senior Manager's Name: _____ Position in Company: _____</p>
<p>Provide contact details of senior manager</p>	<p>Home Phone: _____ Work Phone: _____ Mobile Phone: _____ Facsimile: _____ Email: _____</p>
<p>Enter senior manager's name and applicant's name where applicable</p>	<p>Declaration</p> <p>I _____ (senior manager), support this application by _____ (applicant) for a Gasfitting Authorisation to permit gasfitting work to be carried out for our company.</p> <p>I consider _____ (applicant) to be competent to supervise and carry out the scope of gasfitting work being applied for.</p> <p>As the supervisor of the company's proposed Gasfitting Authorisation holder, I understand that the Gasfitting Authorisation is subject to conditions that must be complied with at all times. Assistance will be provided so the Gasfitting Authorisation holder is able to fully comply with the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 and the conditions set out in the Authorisation.</p> <p>I understand that employees not covered by a Gasfitting Authorisation or who are not registered gas fitters must not carry out any gasfitting work.</p> <p>I confirm that _____ (applicant):</p> <ul style="list-style-type: none"> • is employed under a contract of service that encompasses the gasfitting work being applied for in the Authorisation; and • has the authority to make decisions regarding safety and compliance with all requirements related to the Gasfitting Authorisation. <p>Signed (Senior Manager): _____</p> <p>Senior Manager's Name (printed): _____</p> <p>Date: _____</p>

Application for a Gasfitting Authorisation - Check List

This "Check List" is to be completed by the applicant		
Required	Comment	Supplied
Letter of nomination	Provide a Letter of Nomination from the applicant's employer (senior management at least one level above applicant). The letter must also specify applicant's authority to supervise the work. Refer to Page 5 of this application form.	<input type="checkbox"/>
Scope and nature of work	Provide a description of the type of work the authorisation is for eg: <ul style="list-style-type: none"> like-for-like exchange of components; maintenance and repair on industrial (Type B) appliances, equipment and gasfitting lines; gas supply pipe work; installation and servicing of autogas refuelling facilities. Refer to Page 2 of this application form	<input type="checkbox"/>
Number of persons to be supervised	Indicate a realistic number of persons who can be supervised at any one time. Refer to Page 2 of this application form	<input type="checkbox"/>
Knowledge of Act and Regulations	Applicants must have knowledge of the <i>Gas Standards Act 1972</i> and its Regulations covering gasfitting for consumers' gas installations. Recognised WA gasfitting legislation courses are available. Provide copy of course certificates.	<input type="checkbox"/>
Gas safety and basic combustion, fluing and exhaust principles	Applicants must have training in gas safety and basic combustion, fluing and exhaust principles. This is sometimes included in other courses eg Legislation or Industrial Gas training. Provide copy of course certificates.	<input type="checkbox"/>
Provide Qualifications	Engineer and/or Tradesperson qualifications are to be submitted.	<input type="checkbox"/>
	Provide evidence of completing a recognised training course in industrial gasfitting or other appropriate course depending upon the class of gasfitting being applied for.. Contact EnergySafety for advice about training courses.	<input type="checkbox"/>
Training Plan	Provide details of the training or proposed training plan for those who will be working under the Authorisation holder. Refer to the Authorisation guidelines	<input type="checkbox"/>
Multiple authorisations	If there is more than one authorisation holder per site, then a management plan is required. The plan is to include a hierarchy of responsibility identifying who is responsible for what, when and where. Refer to the Authorisation guidelines.	<input type="checkbox"/>
Application form	Provide duly completed application form.	<input type="checkbox"/>
Application fee	Non-refundable application fee of \$437.00 (the authorisation is valid for one year).	<input type="checkbox"/>
Identification	Provide evidence of identification (see attached Fact Sheet).	<input type="checkbox"/>

Notes:

- New work or modifications cannot be carried out under an Authorisation issued for maintenance purposes.
- It is an offence in Western Australia for a person to carry out any gasfitting work on a consumer's gas installation, which is subject to the *Gas Standards Act 1972* and its regulations, unless they hold a current licence endorsed for that class of gasfitting or are acting in a prescribed capacity under the supervision of an Authorisation holder.
- Notices must be duly submitted by the gas fitter on the completion of work (not required for service work on an appliance).
- It is an offence under the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 to install a Type B (industrial/large commercial) appliance and leave it permanently connected to a gas supply unless it is approved under the regulations and is verified by an inspector for permanent connection.



Proof of identity of applicants for an electrical or gas worker's licence

Fact Sheet

The Licensing Office of EnergySafety maintains a database of licensed electrical and gas operatives and ensures that the information is accurate and confidential, protecting operatives against the possible fraudulent use of their name.

Applicants for an electrical or gas worker's licence in Western Australia must prove their identity. This fact sheet explains the requirements for an applicant to prove his or her identity.

Before an electrical or gas worker's licence will be issued, applicants must prove their identity by presenting as many documents from the following lists so as to score a minimum of 100 points. The documentation provided may be a photocopy of the original document.

Credit Cards, Debit Cards or Bank Statements cannot be accepted for proof of identification.

At least one document provided must show the signature of the applicant.

Name of the signatory verified from one of the following:

70 POINTS

- Birth Certificate / Birth Card issued by the Registry of Births, Deaths and Marriages
- Australian Citizenship Certificate
- International Travel Document / Current Passport
- Expired passport which has not been cancelled and was current within the preceding 2 years
- Other document of identity having the same characteristics as a passport
(Eg this may include some diplomatic documents and some documents issued to refugees)

Note: Additional points cannot be scored for more than one document.

Name of signatory verified from one of the following (but only where they **contain a photograph or signature** that can be matched to the signatory)

40 POINTS

- A licence or permit issued under a law of the Commonwealth, a State or Territory.
- An identification card issued to a public employee (with photo or signature)
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit (with photo or signature)
- An identification card issued to a student at a secondary or tertiary education institution (with photo or signature)
- Australian drivers licence
- Police Clearance Certificates (issued within the past six months)

Name and Address of signatory verified from any of the following:

35 POINTS

- Document verifying employment (A current employer, or a previous employer within the last 2 years)
- Document from a rating authority (eg land rates)

Name of signatory verified from any of the following:

25 POINTS

Marriage Certificate (for maiden name only)

- Council Rates Notice
- Telephone Account
- Medicare Card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

Name and Date of Birth verified from any of the following:

25 POINTS

- Records of primary, secondary or tertiary educational institution attended by the signatory within the last 10 years.
- Records of a professional or trade association of which the signatory is a member.
- Proof of Age Card
- Foreign Driver's Licence