

Application for electrical work licence (permit holders)

FORM 31
V10.05-2012
Electrical Safety Act 2002

This form is to be completed in accordance with the relevant guidelines available at www.electricalsafety.qld.gov.au or phone 1300 650 662. Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee.

Write your electrical work training permit number below - If you have held multiple permits provide your most recent permit number

Permit number _____ Permit Expiry Date _____

Section 1 – Applicant details

Please complete in **BLOCK** letters

Title _____
Mr / Mrs / Ms / Miss / Other

Family name _____

Given name/s _____ Middle name/s _____

Date of birth _____

Residential address _____
Street No. Street Name

Suburb _____ State _____ Postcode _____

Postal address _____
Street No. Street / PO Box

Suburb _____ State _____ Postcode _____

Phone _____ Facsimile _____

Mobile _____

Email _____

Section 2 – Completion statement

I have completed the required training under a Supervising Registered Training Organisation (SRTO) and have confirmed with my SRTO that my completion statement has been forwarded to the department.

Name of SRTO _____

Student Number _____ Where issued _____

Section 3 – 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.

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.

Issue date of qualification/certificate/training _____

And (for an electrical lines person only)

I have been trained in, and am competent to carry out, resuscitation and rescue at a pole-top or transmission tower 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.

Issue date of qualification/certificate/training _____

Section 4 – Declaration by the applicant

An un-witnessed declaration will not be accepted by the department.

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 2002*.

I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature _____ Date _____

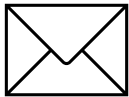
Witness signature _____ Date _____

Witness name _____

Note: The Department of Justice and Attorney-General 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 department or providing a document to the department 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:



Department of Justice and Attorney-General
Electrical Safety Office Licence Processing Services
PO Box 820
Lutwyche Qld 4030

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 department 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 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website: www.electricalsafety.qld.gov.au. For more details phone: 1300 650 662 (Qld only) or (07) 32474711 (outside Qld).

PRIVACY STATEMENT:

The Department of Justice and Attorney-General is collecting your personal information in order to process your application for an electrical work licence (permit holder) in accordance with the *Electrical Safety Act 2002*. The Department may be required to disclose your personal information to the prescribed electricity entities in Queensland, and other Australian electrical regulators. 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 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.

Office use only

CPR
Pole top

Fees paid _____

Receipt number _____

Licensing decision

Withdrawn
Refused
Approved

Restrictions/conditions:

Section 6 – Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee MUST be included. Failure to do so will delay the processing of your application.

Fee is not subject to GST. Please refer to the 'Fee Schedule' on the Electrical Safety Office website www.electricalsafety.qld.gov.au

Please tick this box if a receipt is required.

Address receipt is to be sent to (if different from address stated in Section 1)

Street number	Street name	

Suburb	State	Postcode

Name on card _____

Cardholder's signature _____

I have enclosed a cheque or money order

Please debit my credit card for the amount of \$ _____

Card:

VISA

Mastercard

Name on card _____

Card number

Expiry Date

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*Code/CVC

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Cardholder's signature _____

Form 31 Guideline for the application for an electrical work licence (permit holders)

This guide is designed to assist you with your application for an electrical work licence on the completion of your training under an electrical work training permit.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without a licence.

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

THE APPLICATION FORM

The application form must be the current version of the Application for an electrical work licence (permit holders) (Form 31). See www.electricalsafety.qld.gov.au.

Write your electrical work training permit number and permit expiry date

Write your permit number in the space provided. If you have held more than one permit, provide your most recent permit number and permit expiry date.

If you do not hold or have never held an electrical work training permit then you cannot use this form to apply for an electrical work licence. Visit the Electrical Safety Office website or call Infoline 1300 650 662 for further information.

Section 1 — Applicant details

Provide your personal details in the space provided, including your date of birth. Failure to provide all required information may lead to delays in processing your application.

Section 2 — Completion statement

Your Supervising Registered Training Organisation (SRTO) will determine completion of your training requirements and consequently issue a completion statement. Tick the box to confirm that your completion statement has been forwarded to the department by your SRTO. Provide the name and student number of your SRTO in the space provided on the form.

Section 3 — Resuscitation competence (CPR)

Section 33(4) of the *Electrical Safety Regulation 2002*

To be issued a licence 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 on an individual who has stopped breathing or is unconscious because of electric shock.

Exemptions for the resuscitation and / or rescue at a pole-top or transmission tower requirements may only be sought on medical grounds that expressly prevent the applicant from carrying out resuscitation and / or rescue at a pole-top or transmission tower, but do not otherwise affect the applicant's ability to perform electrical work under the licence. Also, exemptions may only be granted in particular circumstances, where it is reasonable to allow the applicant to carry out electrical work under the licence.

Note that if an exemption is granted, the licence is subject to a condition (also printed on the licence) that the applicant must not act in a role for which it is a requirement that the applicant be competent in rescue at a pole top or transmission tower and in resuscitation, including as a safety observer.

You can make 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 must be current at the time of application received by the department. You must have:

- a current statement or certificate of attainment, or
- another equivalent document stating that you are competent in resuscitation.

Section 4 — Declaration

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.

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

Send the completed application form and required supporting documentation to the postal address provided on the form.

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office conducts 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 6 — Payment of fee

No application will be accepted unless full payment is received.

A list of fees can be located at the ESO website www.electricalsafety.qld.gov.au.

The department 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 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website www.electricalsafety.qld.gov.au.

You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. Credit card or BPay must be used if you are submitting an online application. Please do not post cash in the mail.

The relevant fees are attached as the last page of this document.

APPLICATION CHECKLIST

- Licence class/es ticked
- Applicant details provided
- Completion statement forwarded to the department
- Competent in resuscitation (and pole top rescue for linespersons)
- Full fee sent in with application
- Declaration has been signed by nominated person and signature of witness completed

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 industrial court.

NEED MORE INFORMATION?

Contact: Electrical Safety Office Licence Processing Services, Department of Justice and Attorney-General.

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (outside Queensland)
Facsimile: (07) 3247 9453
Website: www.electricalsafety.qld.gov.au

Electrical Worker Licensing Fee Guide

The below amounts are correct as of 13 July 2012 and are available online at www.electricalsafety.qld.gov.au

Title of form	Fee
Form 10 - Application for electrical work licence (apprentice)	\$ 66.00
Form 11 - Application for electrical work licence (other than apprentice)	\$ 66.00
Form 21 - Application for restricted electrical work licence/permit (other than apprentice)	\$ 66.00
Form 38 - Application for an additional Queensland electrical work permit	\$ 66.00
Form 12 - Application for renewal/reinstatement/recognition of expired electrical work licence	\$ 66.00
Form 31 - Application for electrical work licence (permit holders)	\$ 66.00
Form 22 - Change of details/replacement/additional card form	\$ 26.00