

Date received _____

Application for electrical work licence/permit (other than apprentice)

FORM 11
 V12.05-2012
 Electrical Safety Act 2002

If you are applying for an additional electrical work training permit please use Form 38.

If you are applying for a restricted electrical work licence please use Form 21.

 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 will incur an administrative fee.

 Electrical mechanic
 Electrical fitter
 Electrical linesperson
 Electrical joiner

Do you hold or have you ever held a Queensland electrical work licence? Yes Licence number _____ No

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence? Yes No

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
Suburb State Postcode

 Postal address _____
Street No. Street / PO Box
Suburb State Postcode

Phone _____ Facsimile _____

Mobile _____

Email _____

Section 2 – Proof of identification

 If you have previously held a **Queensland** electrical work licence or training permit **Go to section 3.**

 If you have never held a Queensland electrical work licence or training permit then you will need to provide 100 points of identification to an authorised person (**refer to guidelines**). Indicate by ticking in the boxes below which documents you have used to prove your identity.

Points	
70	Birth or citizen certificate (only one)
70	Passport
40	Driver's licence
40	ID card issued to a public employee
40	ID card issued by Centrelink

Points	
35	Confirmation from employer
25	Debit/credit card (one per financial institution)
25	Store or Medicare card
25	Club membership card

Declaration by authorised person

 I am the person authorised (**refer to guidelines**) to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

 Name _____
(Please print)

 Occupation _____
(As selected from the approved list in the guidelines)

Signature _____ Contact number _____

All applicants MUST complete either section 3 (A) or section 3 (B)

Section 3A – Interstate/New Zealand

Attach a verified or certified copy of your **current** licence, permit, certificate or other authority and a signed mutual recognition statutory declaration

I hold a **current** electrical work licence, permit, certificate or other authority issued by the Commonwealth, another state or territory, or New Zealand that is equivalent to the Queensland electrical work licence.

Licence/permit/
certificate number _____ Where issued _____ Expiry date _____

Licence category _____ **Go to section 5**

Section 3B – Relevant/other qualification

I have a **current** Queensland electrical licence and I am applying for an additional class on that licence. (Please ensure that you have supplied your licence number in the section at the top of page one.) **OR**

I do not hold an Electrical Work Licence, I have obtained either:

- A tradesperson's certificate issued by Trades Recognition Australia; **OR**
- A certificate of proficiency issued by the Australian Defence Force; **OR**
- A certificate of completion of apprenticeship issued by a state training authority; **OR**
- Offshore Technical Skills Record issued by a Registered Training Organisation. Under sections 34 (6) (d), 35 (6) (d) 36 (6) (d), 37 (6) (d) or 38 (7) (c) of the *Electrical Safety Regulation 2002*: **OR**

Certificate category: _____

I am applying for an electrical jointer or electrical linesperson licence on the basis of qualifications, skills and experience I acquired in Australia prior to 1 October 2002. Attach verified or certified copies of documents supporting your application.

Section 4 – Completion statement

I have completed the required training under an 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 _____

If you have not been issued with a completion statement from a SRTO then you will be issued with an electrical work training permit. Provide the name and licence number of the person who has arranged to supervise your 'on job' training.

Name _____ Licence Number _____

Section 5 – Resuscitation competence (CPR)

CPR certificate must have been issued within the last 12 months. CPR is not required for the issue of a 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 linesperson 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 6 – 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 7 – 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 (other than apprentice) 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 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.

Office use only

CPR

Pole top

Licensing decision:

Withdrawn

Refused

Approved

Restrictions/conditions

Fees paid _____

Receipt number _____

Section 8 – 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

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Expiry Date

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*Code/CVC

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Cardholder's signature _____

Form 11 Guideline for the application for an electrical work licence/permit (other than apprentice)

This guide is designed to assist you with your application for:

- an electrical work licence if you did not complete an apprenticeship,
- an electrical work training permit, or
- an additional class (sometimes called endorsement) on your current Queensland electrical work licence.

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

An electrical work training permit allows a person to undertake training and gain the experience necessary to meet the eligibility requirements for an electrical work licence. Permit holders may be required to complete a structured, on-the-job training program coordinated by a supervising registered training organisation. Note, electrical apprentices, trainees or students of electrical work supervised by teaching staff are not required to hold an electrical work training permit to complete training.

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 electrical work licence/permit (other than apprentice) (form 11). See www.electricalsafety.qld.gov.au.

Tick the appropriate box to indicate the licence class/es you are applying for.

If you have a current electrical work licence and are applying for an additional class on that licence then tick only the class that you are applying for. For example, if you currently hold an electrical fitter licence and you are applying for an electrical mechanic class you would tick only 'electrical mechanic'.

If you wish to apply for a restricted electrical work licence you must complete an *Application for a restricted electrical work licence/permit (other than electrical apprentice)* – form 21.

Do you hold or have you ever held a Queensland electrical work licence?

If you hold or have ever held a Queensland electrical work licence tick the "Yes" box, write your licence number in the space provided and complete the remainder of the form.

If you do not hold or have never held a Queensland electrical work licence tick the "No" box and complete the remainder of the form.

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence

If you have ever applied for and withdrawn a previous application, or been refused a Queensland electrical work licence or training permit tick the "Yes" box and complete the remainder of the form.

If you have never applied for and withdrawn a previous application or been refused a Queensland electrical work licence or training permit tick the "No" box and complete the remainder of the form.

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 — Proof of identification

If you have previously held a Queensland electrical work licence or training permit then you do not need to complete this section. Make sure your licence or permit number is filled in on the top of page one and go to section 3.

If you have not previously held a Queensland electrical licence or training permit, proof of identification is required. Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. You do not need to send the documents with this application. Persons authorised to complete the proof of identity are listed below. The authorised person must print and sign their name and provide a contact phone number and their occupation details (as selected from the list below) on the application form.

- Accountants (registered members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants)
- Bank managers
- Barristers, solicitors or judges
- Clerks of the courts
- Commissioner for Declarations
- Commissioned officers currently serving in the regular defence forces
- Elected representatives of federal, state and territory parliaments and municipal, regional or shire councils
- Holders of statutory offices for which an annual salary is payable
- Justice of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who have been employed continuously for at least five (5) years by their current employer)

Section 3 A— Interstate/New Zealand licence registration or other authority

All applicants must complete **either** section three A **or** section three B.

Complete this section if you hold a current electrical work licence, permit, certificate or other authority issued by another Australian state or territory or New Zealand that is equivalent to a Queensland electrical work licence. Write the details of your current licence/authority in the space provided.

The following table lists the electrical work licenses issued by other states, territories and New Zealand that are recognised as the equivalent to a Queensland electrical work licence. If you hold one of the exact external licences listed below you can work whilst the external licence remains current, within the scope of that licence in Queensland without having to apply for a Queensland electrical work licence.

External licence	Equivalent Queensland licence
New South Wales <ul style="list-style-type: none">• Qualified supervisor certificate – electrical wiring work (electrician)• Contractor licence endorsed 'electrical wiring work (electrician)'	electrical mechanic electrical mechanic
Victoria <ul style="list-style-type: none">• Electrician's licence	electrical mechanic
South Australia <ul style="list-style-type: none">• Electrical workers registration - any electrical work	electrical mechanic

Tasmania <ul style="list-style-type: none"> • Electrical technician's licence • Electrician's licence • Electrical practitioner's Licence 	electrical mechanic electrical mechanic electrical mechanic
Western Australia <ul style="list-style-type: none"> • 'A' grade electrical workers licence – endorsed 'all electrical work' • 'A' grade electrical workers licence - endorsed 'electrical mechanic' • 'A' grade electrical workers licence - endorsed 'electrical mechanic and electrical fitter' • 'A' grade electrical workers licence - endorsed 'electrical fitter' • Electrical Workers' licence endorsed 'electrician' • Electrician's licence endorsed ' electrical fitter' • Electrician's licence that is not endorsed 'electrical fitter' 	electrical mechanic electrical mechanic electrical mechanic electrical fitter electrical mechanic electrical fitter electrical mechanic
Australian Capital Territory <ul style="list-style-type: none"> • Unrestricted electrician licence 	electrical mechanic
Northern Territory <ul style="list-style-type: none"> • Electrical workers' licence endorsed electrical mechanic • Electrical workers' licence endorsed electrical fitter and mechanic • Electrical workers' licence endorsed electrical fitter 	electrical mechanic electrical mechanic electrical fitter
New Zealand <ul style="list-style-type: none"> • Practising licence for registered electrician 	electrical mechanic

If you have one of the licenses listed above and wish to apply for a Queensland electrical work licence then you may do so on the basis of mutual recognition. In this case, you will need to attach a verified or certified copy of your current licence and a completed mutual recognition statutory declaration.

If you hold an interstate or New Zealand electrical work licence or authority that is not listed above and you wish to perform electrical work in Queensland then you **must** apply for a Queensland electrical work licence. You can do this on the basis of mutual recognition. Attach a verified or certified copy of your current licence and a completed mutual recognition statutory declaration.

Both the interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website.

Section **3** B—Relevant/other qualification

All applicants must complete **either** section three A **or** section three B.

There are three options for this section:

1. If you have a current Queensland electrical licence and are applying for an additional class on that licence tick the box provided. For example, you would select this option if you have an electrical fitter licence and wish to add the electrical mechanic class to your licence.

Make sure you have ticked the additional class of licence you are applying for and have provided your current licence number in the spaces provided at the top of page one.

OR

2. Indicate if you have obtained either:

- a Australian Recognition Tradesperson Certificate ('**tradesperson's certificate**') issued by Trades Recognition Australia, or
- a **certificate of proficiency** as an electrical fitter/mechanic (or equivalent) relating to your service in the Australian Defence Force, or
- a **Certificate of Completion** of apprenticeship issued by a state training authority, or
- an **Offshore Technical Skills Record** issued by a Registered Training Organisation.

If you have obtained a **tradesperson's certificate** issued by Trades Recognition Australia, tick the appropriate box and write the certificate category in the space provided.

A tradesperson's certificate is obtained by making application to Trades Recognition Australia. Trades Recognition Australia is responsible for evaluating electrical qualifications for permanent Australian residents who developed their skills through means other than an Australian apprenticeship. For example, applicants from overseas or the Australian Defence Force wishing to obtain a Queensland electrical work licence may apply for a tradesperson's certificate.

For further information on a tradesperson's certificates, Trades Recognition Australia can be contacted at GPO Box 9879 Melbourne VIC 3001, telephone (03) 9954 2537.

You must attach a verified or certified copy of your tradesperson's certificate.

If you have obtained a **certificate of proficiency** as an electrical fitter/mechanic (or equivalent) as the result of training in the performance of electrical work with the Australian Defence Force, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

If you have obtained a **Certificate of Completion** of apprenticeship issued by a state training authority, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

If you have obtained an **Offshore Technical Skills Record** issued by a Registered Training Organisation, tick the appropriate box and write the certificate category in the space provided. You must attach a verified or certified copy of your certificate to your application.

OR

3. Tick the box if you are applying for an electrical jointer or electrical linesperson licence on the basis of qualifications, skills or experience you acquired within Australia prior to 1 October 2002. You will need to attach evidence of your qualifications. Call our licensing Infoline on 1300 650 662 for details.

Section 4 — Completion statement

If you have completed a course of training with a Supervising Registered Training Organisation (SRTTO) then you will need to confirm that your completion statement has been forwarded to the department before you submit your application. Provide the name of the SRTTO, state of issue and the student number in the space provided on the form. Failure to provide all required details may lead to delays in processing.

If you are issued with an Electrical Work Training Permit you will be required to have 'on job' supervision by the holder of a current electrical worker licence (equivalent or higher scope). Please supply details of this licence holder. This is a condition of the Electrical Work Training Permit.

Section 5 — Resuscitation competence (CPR)

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

To be issued an electrical work 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 a 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 be current at the time of application received by the department. You must have:

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

Section 6 — 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 7 — Lodging this form

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

Providing documentation

Documentation in support of your application, e.g. evidence of relevant/other qualifications, should be sent with your application. If all supporting documentation is not received within 28 days of your application being submitted, you will be taken to have withdrawn your application.

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's website www.electricalsafety.qld.gov.au.

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office is conducting 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 8 — 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. 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
- 100 points achieved for proof of identity
- Proof of identification declaration signed by authorised person
- Either section 3A (interstate qualification) or 3B (relevant/other qualification) completed and required documentation attached
- 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 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