



Application guide for a notice for a licence as a pest management technician in Queensland under mutual recognition

1. This information has been prepared to assist you to apply for a *Licence as a Pest Management Technician* in Queensland. Following this advice will help your application to be processed quickly.
The *Mutual Recognition (Qld) Act 1992*, in conjunction with the *Pest Management Act 2001*, allows licences to be given to persons who have an appropriate licence, issued by another Australian State or Territory, to perform pest control and fumigation activities in Queensland. The carrying out of either of these activities in Queensland, without lawful authority, is illegal and offenders can be prosecuted.
2. Applications are processed only when all the information requested is provided. You will be notified by mail if the licence is granted.
3. When completing the form, please print clearly and answer all questions in full.
4. All forms requiring a signature must bear the original signature in ink. **Queensland Health is not able to accept a photocopy, facsimile (fax) or emailed copy of the completed form. Applications must be forwarded by POST to the address provided below.**

How to complete an application

Please cross each checkbox below as you complete the application form to ensure that you have provided all information requested.

Question 1

- Names are to be advised in full and exactly as they appear on your birth certificate. If you have ever been known by any other name, attach any copies of documentation that provides for formal changes of name, i.e. *deed poll, marriage certificate etc.*

Question 2A and 2B

- The company name and the Australian Company Number (ACN) are to be advised in full and exactly as they appear on the *Certificate of Incorporation* issued by the Australian Securities and Investment Commission (ASIC).

Question 2C

- The business name is to be advised in full and exactly as it appears on the *Business Names Extract* issued under the *Business Names Act 1962*.

Question 2D

- Names of each business partner are to be advised in full and exactly as they appear on each partner's birth certificate. If a business partner has ever been known by any other name, attach any copies of documentation that provides for formal changes of name, i.e. *deed poll, marriage certificate etc.*

Question 3

- Particulars of the business head office address are to be provided. If applicable, a postal address must also be stated. (Provide an interstate address only if a Queensland office base is not used)

Question 4

- This information relates to the premises located in Queensland where pesticides and/or fumigants are to be stored. Do not advise a post box address or a mobile telephone number.

Question 5

- A term for the licence of between one and five whole years has been nominated. Cross one box only (Part of a year cannot be nominated, i.e. you cannot nominate 1 year 6 months)

Question 6

- Full payment of the prescribed fee is attached.
 The method of payment has been identified. Cross one box only.
 Credit card transaction may be made on the page titled credit card payments.

Question 7

- The declaration provided by you is complete.

Question 8

Pest control activity

- The pest control activity has been selected. Cross one box only.
- Certified true and correct photocopy of a current licence issued by an interstate licensing authority for pest control activity is attached. If the licence has details on two sides, a copy of each side is required.

Notes:

In Queensland and in some other States that under the normal application process to obtain a pest management technician licence endorsed for the control of timber pests, the applicant must submit certified copies of Statements of Attainment relating to units of competency in timber pest control. Some States do not require the pest management technician to have obtained these Statements of Attainment.

Certified means that the document bears the original signature of either a Justice of the Peace, Commissioner for Declarations, or an officer of Queensland Health's Environmental Health Branch/Public Health Units. PHU contact details are located at www.health.qld.gov.au/cho. **Queensland Health cannot accept documents that bear a photocopied or facsimile (fax) copy of the certification or signature.**

Fumigation activity

- The site environments required have been selected. Cross each box for which application is being made.
- Certified true and correct photocopy of a current licence issued by an interstate licensing authority for fumigation activity in the nominated site environments is attached.

Notes:

In Queensland, under the normal application process to obtain a pest management technician licence endorsed for the fumigation of certain site environments, an applicant must provide a Declaration of Assessment. The Declaration of Assessment is completed and issued by the accredited trainer and assessor engaged and authorised by a registered training organisation. The Declaration of Assessment states that the applicant has been assessed for that particular site environment and is competent. Some States do not require a Declaration of Assessment specific to the assessment in a particular site environment.

You must demonstrate a need for the site environment/s you have selected in writing and include written supporting evidence.

Evidence may include:

- a Statutory Declaration from your employer stating that you will be required to fumigate the selected site environments in your employment and that your employer believes you are competent to fumigate the selected site environments
- certified true copies of records of the three most recent fumigations (within the last five years) performed by you for each of the site environments you have selected.

Conditions

- This section refers to any prohibitions placed on you which personally prohibited you from carrying on pest management activities in any State and are not subject to any special conditions in carrying on pest management activities, as a result of criminal, civil or disciplinary proceedings in any State.

Question 9

If you have answered YES, attach copies of the following documents where applicable:

- Minutes of conviction / court or tribunal order / police records search.
- ASIC Order preventing an individual from managing a corporation.

N.B. Criminal history checks may be undertaken of a sample of applicants who have declared that they have no criminal history, for quality assurance purposes.

Question 10

- The statutory declaration is completed in ink in the presence of a witness from one of the professions indicated.
- The witness has signed and dated the statutory declaration.

Reported convictions are considered on a case by case basis. The *Pest Management Act 2001* and the *Mutual Recognition (Qld) Act 1992* contains provisions for appeal rights. Possible outcomes are: no action taken, application is refused, conditions placed on the licence.

Photographic and signature identification form

Question 1

- Names are to be advised in full and exactly as they appear previously.

Question 2

- The applicant's specimen signature block has been signed in ink in the presence of an authorised identifier (see section 3).
- Photographs that meet the specifications stated are attached. (Please ensure they are either glued or stapled in the border provided.)

Question 3

The identifier has:

- provided his / her full name
- completed the checkbox that identifies their qualification to verify your photographs and signature
- signed and dated the form in ink with his / her original signature.
- The identifier has signed and dated the back of your photographs in ink with his/her original signature.

Credit Card Payments ▶ Return this page only if payment is being made by credit card transaction

- The card no. is accurate and legible¹. Do not overwrite any digits.
- The expiry date is completed and the card has not lapsed¹. Do not overwrite any digits.
- The cardholder has signed and dated the form in ink.
- ¹ If an error is made, cross through the digit using a single line, write the correct digit above and initial the change.

Refunds

Queensland Health can only provide a refund if:

- (a) the application is refused by the Chief Executive;
- (b) the application is withdrawn prior to a decision being made.

General information

For information about the regulation of pest management technicians and drugs and poisons, including respective legislation, please visit Queensland Health's Drugs and Poisons Policy and Regulation Unit website at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp.

Return the application to:

Senior Licensing Officer
Drugs and Poisons Policy and Regulation Unit
Environmental Health Branch
PO Box 2368
FORTITUDE VALLEY BC Q 4006
Tel: (07) 3328 9310

Please do not return this fact sheet with the application