

## Change of Nominated Manager - Contractor Licence

Occupational Licensing Act 2005

### Contractor and Nominated Manager Licence Details

Contractor Name

Contractor Licence Number

Postal Address

Post Code

Name of Previous Nominated Manager

Name of New Nominated Manager

Tasmanian Practitioner Licence number

Expiry Date

Please indicate the **Primary** occupation the new Nominated Manager will be taking responsibility for:

Electrical

Plumbing

Gas-fitting

Automotive Gas-fitting

Please indicate the **Secondary** occupation the new Nominated Manager will be taking responsibility for:

Electrical

Plumbing

Gas-fitting

Automotive Gas-fitting

### Electrical Occupations Only - You must Satisfy either Q1 or Q2 to be eligible

1. Have you been a nominated manager in Australia within 3 years of this application?

**Yes** (give details and go to the Declaration on Page 2)

**No** (go to Question Page 2)

Contractor Name

State / Territory

Contractor number

2. As the proposed nominated manager have you completed a course of training through a Registered Training Organisation in the management of an electrical contractor's business within the last 3 years?

**Yes** (Attach a copy of your Statement of Results or Statement of Attainment and go to Declaration on Page 2)

**No** (if you answered "No" to Q1 and Q2 then you do not qualify to undertake the role of Nominated Manager)

Please note: if you have not completed the required training, you will need to contact TasTafe to undertake the following course: UEENEEG175A Develop Compliance Policies and Plans to Conduct an Electrical Contracting Business; or equivalent

## Plumbing, Gas-fitting & Automotive Gas-fitting Only

To be eligible to undertake the role of Nominated Manager an applicant must hold a current Plumber and/or Gas-fitter Certifier licence in the relevant class(es) without any restriction(s) or condition(s).

Please indicate the class(es) of licence the Nominated Manager will be taking responsibility for:

Plumber Certifier	Gasfitter Certifier	Automotive Gas Certifier	
<input type="checkbox"/> Sanitary Plumbing	<input type="checkbox"/> Natural Gasfitter (NG)	<input type="checkbox"/> Type B Standard Level 1	<input type="checkbox"/> Automotive
<input type="checkbox"/> Water Plumbing	<input type="checkbox"/> LP Gasfitter(LPG)	<input type="checkbox"/> Type B Standard Level 2	<input type="checkbox"/> Stationary Engines
<input type="checkbox"/> Drainage Plumbing		<input type="checkbox"/> Type B Standard	
<input type="checkbox"/> Roof Plumbing			
<input type="checkbox"/> Mechanical Services Plumbing			

1. As the proposed Nominated Manager do you hold a current Tasmanian Plumbing and/or Gas-fitting Certifier licence without restriction(s) or condition(s) imposed?

**No** (you will need to apply for a licence)

**Yes** (provide details of your current licence and sign the Declaration below)

Current Tasmanian Certifier Licence number

Expiry Date

If you do not hold a current Tasmanian Certifier licence then you need to apply by completing a Practitioner Licence Application. This can be found at [www.justice.tas.gov.au](http://www.justice.tas.gov.au)

## Outgoing Nominated Manager Declaration (if applicable)

I confirm that I will no longer be acting in the role of Nominated Manager for the contractor listed above effective from:

The date of this declaration; or

The Date of

Name of Outgoing Nominated Manager

Signature

Date

## New Nominated Manager Declaration

If you understand the obligations of a Nominated Manager and accept the role as specified under the *Occupational Licensing Act 2005* and associated regulations, both yourself and a senior representative of the contracting business must sign and date this declaration for it to be valid. *If you are the Nominated Manager of a Sole Trading contracting business then you should sign both sections.*

Name of New Nominated Manager

Signature

Date

Name of person signing on behalf of Contractor

Signature

Date

## Lodging this form

Please lodge this application at a Service Tasmania Shop, fax to 03 6173 0205 or post to:

Consumer, Building and Occupational Services

PO Box 56, ROSNY PARK, TAS, 7018

A confirmation letter will be sent to the Contractor's postal address within 14 business days.

Personal information we collect from you for licensing processes will be used by the Consumer, Building and Occupational Services division of the Department of Justice, for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of Consumer, Building and Occupational Services; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.