

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

FORM 11
 V3.04-2005
 Electrical Safety Act 2002

This form is to be completed in accordance with the relevant guidelines available at www.dir.qld.gov.au or phone 1300 362 320.
 Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee.

Electrical mechanic Electrical fitter Electrical linesperson Electrical joiner

(If you are applying for a restricted electrical work licence use form 21)

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

Yes Licence number _____ No

1 Applicant details—Please complete in block letters

Title	_____	Mr / Mrs / Ms / Miss	
Family name	_____		
Given name/s	_____	Middle name/s	_____
Date of birth	_____		

Residential address	Street	_____	
	Suburb	State	Postcode
	_____	_____	_____

Postal address	Street / PO Box	_____	
	Suburb	State	Postcode
	_____	_____	_____

Phone	_____	Facsimile	_____
Mobile	_____		
Email	_____		

2 Proof of identification

If you have never held a Queensland electrical work licence or training permit then you will need to provide 100 points of identification. Indicate 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 the Department of Social Security

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

Declaration:

(For a list of persons authorised to complete this declaration refer to the guidelines)

I am the person authorised 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 _____ Occupation _____
 (Please print)

Signature _____ Contact number _____

3 All applicants must complete either section 3 (A) or section 3 (B)**A Interstate qualification—Refer to guidelines for details****Interstate/New Zealand qualification**

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 _____

Note: You must attach a verified copy of your current licence, permit, certificate or other authority (refer guidelines) and a completed mutual recognition statutory declaration available at www.dir.qld.gov.au

Go to section 5**B 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 have obtained either:

A tradesperson's certificate issued by Trades Recognition Australia;

OR

A certificate of proficiency issued by the Australian Defence Force.

Certificate category _____

OR

I am applying for an electrical joiner or electrical linesperson licence on the basis of qualifications, skills and experience I acquired prior to 1 October 2002. (*Refer to guidelines for details.*)

Note: You must attach verified copies of documents supporting your application.

4 Completion statement

If you have not been issued with a completion statement from a SRTO then you will be issued with an electrical work training permit.

I have completed the required training under a SRTO and have confirmed with my SRTO that my completion statement has been forwarded to the department.

Name of SRTO _____

SRTO student number _____ Where issued _____

5 Resuscitation competence (CPR)

I am competent to carry out resuscitation Issue date of qualification/certificate/training _____

I am competent to carry out pole top rescue (electrical linesperson only) Issue date of qualification/certificate/training _____

6 Fee—not subject to GST

I enclose a cheque or money order for \$52.50. Cheques are made out to the 'Department of Industrial Relations'

Please debit my credit card for \$52.50

Card type Visa Bankcard Mastercard

Card number

Expiry date Name on card _____

Cardholder's signature _____

7 Declaration by the applicant

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 Industrial Relations 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.

8 Lodging this form

You may lodge your application over the internet at www.dir.qld.gov.au or by mail to:

 Department of Industrial Relations
Business and Occupational Licensing
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. A fee of \$26.30 from your application will be retained by the department for all refused or withdrawn applications.

For more details phone: 1300 362 320 (Qld only) or (07) 32474711 (outside Qld).

PRIVACY STATEMENT: The department of Industrial Relations respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of applying for the issue of an electrical work licence/permit and monitoring compliance under the *Electrical Safety Act 2002*. This also includes publishing your licence details on the department's online register which is accessible by the public. All information provided by you will be managed within the requirements of Information Standard 42. The department may be required to disclose your personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions. This information may also be used for statistical research, information provision and evaluation of our services. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting Electrical Licensing on 1300 362 320. Further information on our privacy policy is available at www.dir.qld.gov.au.

9 Office use only

CPR
Pole top

Fees paid _____

Receipt number _____

Licensing decision

Withdrawn

Refused

Approved

Permit

Licence

Restrictions/conditions:

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 other 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

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 been issued with an electrical work training permit?

If you hold or have ever held an electrical work training permit tick the “Yes” box, write your permit number in the space provided and complete the remainder of the form. If you have held more than one permit, provide your most recent permit number.

If you do not hold or have never held an electrical work training permit tick the “No” box and complete the remainder of the form.

To Do

- Ensure that at least one class of licence is ticked.**
- Licence or permit number provided where applicable.**

Section one—Applicant details

Provide your personal details in the space provided, including your date of birth and registration number from your Supervising Registered Training Organisation. Failure to provide all required information may lead to delays in processing your application.

To Do

- Personal details complete and current.**

Section two—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, provide a contact phone number and write their occupation as selected from the list below:

- Accountants (registered members of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising 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 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)

To Do

- Check 100 points identification achieved.**
- Proof of identification declaration signed by an authorised person.**

Section three A—Interstate qualifications

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 licences 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 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 Office of Fair Trading <ul style="list-style-type: none"> Qualified supervisor certificate electrician (endorsed Q”) 	electrical mechanic
Victoria Office of the Chief Electrical Inspector <ul style="list-style-type: none"> Electrician’s licence Unrestricted electrical mechanic’s licence 	electrical mechanic electrical mechanic
South Australia Office of Consumer and Business Affairs <ul style="list-style-type: none"> Workers registration electrical “scope: any electrical work” 	electrical mechanic
Tasmania Electricity Standards and Safety <ul style="list-style-type: none"> Electrical technician’s licence 	electrical mechanic
Western Australia Energy Safety WA <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 fitter and mechanic’ ‘A’ Grade electrical workers licence endorsed ‘electrical fitter’ 	electrical mechanic electrical mechanic electrical mechanic electrical fitter
Australian Capital Territory Electrical Licensing Board <ul style="list-style-type: none"> Electrician’s licence grade ‘A’ 	electrical mechanic
Northern Territory Electrical Workers and Contractors Licensing Board <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

<p>New Zealand Electrical Workers Registration Board</p> <ul style="list-style-type: none"> • Practising licence for registered electrician 	<p>electrical mechanic</p>
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If you have one of the licences 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 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 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.

To Do

- Details of licence/authority provided.**
- Verified copy of licence/authority attached.**
- Completed mutual recognition statutory declaration attached.**

Section three 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.

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 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 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 prior to 1 October 2002. You will need to attach evidence of your qualifications. Call our licensing Infoline on 1300 650 662 for details.

To Do

- Additional class on your current licence indicated, or**
- Tradesperson's certificate or certificate of proficiency indicated, or**
- Electrical jointer or linesperson application based on qualifications acquired before 1 October 2002 indicated.**
- Supporting documentation attached.**

Section four—Completion statement

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

To Do

- Confirmed that your completion statement has been forwarded to the department.**

Section five—Resuscitation competence (CPR)

Section 33 (4) *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.

You can declare your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. Training certificates must be current at the time of application. You must have:

- a current statement or certificate of attainment, or

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

Attach evidence of your competence to perform resuscitation to your application.

To Do

- Resuscitation and/or pole top rescue box ticked.**
- Issue date provided.**
- Evidence of resuscitation/pole top rescue competence attached.**

Section six—Fee

The prescribed fee for applying for an electrical work licence is \$52.50. The term of the licence is 5 years. An application will not be accepted unless full payment is received. If an application is refused or withdrawn only the administrative component of the fee (\$26.20) will be refunded. The department will retain a portion of the application fee to offset processing costs.

You can pay by cheque, money order or credit card. Please make cheques and money orders payable to 'The Department of Industrial Relations'. Credit card details are to be recorded on the application form.

Please do not post cash in the mail.

To Do

- Pay the full fee of \$52.50**

Section seven—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.

To Do

- Ensure the declaration is signed.**

Section eight—Lodging this form

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

Providing documentation

Documentation in support of your application, e.g. evidence of your competence in resuscitation, 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. The department will retain a portion of the application fee (\$26.30) to offset processing costs.

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.dir.qld.gov.au.

Privacy statement

The Department of Industrial Relations respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application.

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.

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

Need more information?

Contact Information, Registration and Licensing Services, Department of Industrial Relations:

Telephone: 1300 650 662 (within Queensland)

Telephone: (07) 3247 4711 (outside Queensland)

Facsimile: (07) 3247 9453

Website: www.dir.qld.gov.au