

Date received _____

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

FORM 21

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.

 Do you hold or have you ever held a Queensland electrical work licence? Yes Licence No. _____ 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 Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?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 Name

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 3D and either 3A, 3B or 3C

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

You must attach a verified or certified copy of your **current** licence, permit, certificate or other authority

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 restricted electrical work licence.

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

Licence category _____

You must attach a verified or certified copy of your current interstate licence, registration or other authority and a completed mutual recognition statutory declaration available at www.electricalsafety.qld.gov.au.

Go to section D

Section 3B – Relevant qualifications

I have a **current** Queensland restricted electrical work licence. I am applying for additional units of competency or additional endorsement

Go to “Section 3C – Demonstrate your calling”

OR

I have a **current** Queensland electrical work licence and am applying for a restricted electrical work licence

Go to “Section 3C – Demonstrate your calling”

OR

I do not have a **current** Queensland electrical work licence and am applying for a restricted electrical work licence

Go to “Section 3C – Demonstrate your calling”

Section 3C – Demonstrate your calling

Tradesperson's certificate issued by Trades Recognition Australia, tradesperson's certificate or an Offshore Technical Skills Record.

Certificate category _____
(Attach a verified or certified copy of your certificate)

OR

Equivalent qualification in a calling that requires the performance of electrical work;

Qualification category _____
(Attach a verified or certified copy of your qualification and licence - front and back)

OR

At least 5 years unstructured experience in a calling that requires the performance of electrical work.

Category of work _____
(Attach evidence of your five years unstructured experience)

(If you are unable to demonstrate your trade or calling by way of one of these options then you may not be eligible for a restricted electrical work licence)

Section 3D – Type and Scope of work

All applicants are to complete this section.

For an employee:

I have provided formal advice from my current employer of the details of the type and scope of electrical work incidental to my trade or calling, and a list of electrical equipment and voltages to be worked on. (This letter should be on letterhead and signed by a person authorised by the employer)

OR

For a self-employed person:

I have provided a statutory declaration that details the type and scope of electrical work incidental to my trade or calling, and a list of electrical equipment and voltages to be worked on.

Section 4 – Completion statement

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

Name of SRTO _____ Where issued _____

Student number _____

If you have not been issued with a completion statement from a SRTO then you will be issued with an electrical work training permit. Please provide the name and licence number of the person who has been 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 _____

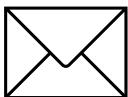
Witness signature _____ Date _____

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 a restricted work licence/permit (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 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

Withdrawn
 Refused
 Approved

Licence category

650V

240V

Fees paid _____ Permit
Receipt number _____ Licence

Conditions/
restrictions

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

Expiry Date *Code/CVC

Cardholder's signature _____

Form 21 Guideline for a restricted electrical work licence/permit (other than apprentice)

This guideline is designed to assist with your application for:

- a restricted electrical work licence;
- additional units of competency on a current Queensland restricted electrical work licence;
- additional endorsements on a current Queensland restricted electrical work licence, or;
- an electrical work permit.

Use Form 10 Application for electrical work licence (apprentice) if you have completed an electrical apprenticeship, or an apprenticeship in refrigeration / air conditioning, instrumentation or electronics that includes units for disconnecting & reconnecting fixed wired electrical equipment and fault finding.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without an appropriate 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 other students of electrical work supervised by teaching staff at an approved university, college or school 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. Reading and 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 or permit 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.

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.

THE APPLICATION FORM

The application form must be the current version of the restricted electrical work licence/permit (other than apprentice) (form 21). See www.electricalsafety.qld.gov.au.

Section 1 — Applicant details

Provide your personal details in the space provided. 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 years by their current employer).

Section 3 All applicants must complete **either** section three A and D, **or** section three B, C and D.

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

Section 38(4) of the *Electrical Safety Regulation 2002*.

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 the Queensland restricted electrical work licence you may apply for a Queensland licence on the basis of mutual recognition. Provide the licence/permit/certificate number, location of issue, expiry date and licence category in the space provided.

A completed mutual recognition statutory declaration and a verified or certified copy of your current interstate licence, permit or other authority must be attached to the application. Both interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website www.electricalsafety.qld.gov.au.

Section 3 B— Relevant qualifications

If you have a **current Queensland restricted electrical work licence and require additional units of competence or an additional endorsement** tick in the box and go to section 3C to demonstrate your calling. For example, if your current restricted licence covers units of competence 'faults are located and rectified in equipment which is connected to single phase 250 volt supply' and you wish to extend this to 650 volts.

If you have a **current Queensland electrical work licence and require a restricted licence**. For example, if you currently hold a linesperson licence but require a restricted licence, tick the box and go to section 3C to demonstrate your calling.

If you **do not hold a current Queensland electrical licence and are seeking a restricted electrical work licence** tick the box and go to section 3C to demonstrate your calling.

Section 3 C— Demonstrate your calling

You will need to demonstrate that you work in a calling or have completed appropriate training, i.e., in a trade, that requires the performance of electrical work. The following information will help you determine if you are eligible for a restricted electrical work licence.

Electrical work is the manufacture, construction, testing, maintenance, repair, alteration, removal or replacement of electrical equipment. Electrical equipment is any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire using or operated by electricity at a voltage greater than extra low voltage. You will only be eligible for a restricted electrical work licence if you are working in a trade or calling that legitimately requires the performance of electrical work. Mere convenience, expedience, financial advantage or other such advantages to a business or person are insufficient to demonstrate a requirement for a restricted electrical work licence.

For example, a mechanical fitter would be eligible for a restricted electrical work licence if in the course of their trade they need to realign a conveyor system which requires disconnecting and reconnecting electrical motor connections. A plumber would also be eligible for a restricted electrical work licence if in the course of their trade they are required to disconnect and reconnect hot water systems.

Trades and callings that are recognised as having a legitimate requirement to perform incidental electrical work include the following:

- Aircraft maintenance engineer
- Composite equipment service person
- Data communications service person
- Diesel fitter (in relation to electrical equipment coupled to engines)
- Earth moving equipment mechanical fitter
- Electric motor service person
- Electronic equipment service person
- Entertainment and servicing service person
- First class machinist
- Fitter and turner
- Gas fitter
- Instrumentation/process control service person
- Laboratory and scientific electrical equipment technician
- Marine mechanic
- Mechanical fitter
- Office equipment service person
- Photographic equipment service person
- Plumber and drainer
- Neon sign manufacturer
- Refrigeration and air-conditioning equipment service person
- Sewing machine mechanic
- Systems and instrument technician
- Telecommunication technician

You can demonstrate your qualification by one of the following:

- **tradesperson's certificate** issued by Trades Recognition Australia (TRA) **or a certificate of proficiency** issued by a corresponding training department **in a calling,**
- **an Offshore Technical Skills Record issued by a recognised registered training organisation;** or
- **equivalent qualification in a calling,** or
- **at least five years experience in a calling.**

A **tradesperson's certificate** is issued by Trades Recognition Australia, the organisation responsible for evaluating electrical qualifications for permanent Australian residents who developed their skills through means other than an Australian apprenticeship. For example, applicants who obtained their qualifications overseas or in the Australian Defence Force may apply for a tradesperson's certificate. Trades Recognition Australia can be contacted at GPO Box 9879 Melbourne VIC 3001, telephone (03) 9954 2537.

A **certificate of proficiency** in a relevant trade or calling is issued by a department responsible for training in other states.

An offshore technical skills record is issued to persons who have successfully completed the trade skills assessment under the General Skilled Migration Program (GSM) for selected countries and trade occupations.

Tradesperson's certificates, certificates of proficiency and OTSRs are issued according to your trade training, for example, as an electrical fitter, fitter and first class machinist, fitter and turner, refrigeration mechanic or a ground engineer (radio). You must attach a verified or certified copy of your certificate to this application.

OR

You may be recognised as having **equivalent qualification in a calling** that requires the performance of incidental electrical work. For example, a certificate II in electro technology (business equipment), course results or a current Queensland licence as a plumber, gas installer/ serviceman, an associate diploma in electrical/electronics or a qualified motor mechanic/ diesel fitter with evidence of two years cross training as a mechanical fitter.

You must attach a verified or certified copy of your equivalent qualification to this application.

OR

You may submit evidence that you have completed **at least five years experience in a calling** that requires the performance of electrical work. Choose your calling from the list above and write it in the space provided. If you cannot demonstrate experience in one of the listed callings you may not be eligible for a restricted electrical work licence. In this case, you may wish to discuss options for an appropriate apprenticeship/traineeship with a registered training organisation.

You will need to supply evidence of your experience. Evidence should include qualifications, course certificates, and statements from your employer or a statutory declaration from a self employed person outlining your five years experience in a calling.

If you can demonstrate that you have at least five years experience in a calling that requires the performance of electrical work but have not trained or have insufficient training in the performance of electrical work then you will be issued with an electrical work training permit and will be required to contact an SRTO to coordinate training to qualify for a licence.

Section 3 D— Type and Scope of work

If you are an employee you should provide formal advice from your current employer of the details of the type and scope of electrical work incidental to your trade or calling, and a list of electrical equipment and voltages to be worked on. This letter should be on letterhead and signed by a person authorised by the employer.

If you are a self-employed person then you should provide a statutory declaration that details the type and scope of electrical work incidental to your trade or calling, and a list of electrical equipment and voltages to be worked on.

Section 4 — 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 your SRTO registration number/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 work licence of 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 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.

Exemptions for the resuscitation requirements may only be sought on medical grounds that expressly prevent the applicant from carrying out resuscitation, 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 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, 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.

Providing documentation

Documentation in support of your application, e.g. verified or certified copies of 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. The department will retain a portion of the application fee 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.electricalsafety.qld.gov.au.

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 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/permit details provided where appropriate
- Personal details completed
- Contact and address details are correct
- 100 points achieved for proof of identity
- Declaration signed by nominated person
- If interstate or New Zealand applicant recognition declaration completed
- Employer letter or statutory declaration detailing scope of electrical work attached.
- Full fee is being sent in with application
- Declaration has been signed by nominated person and signature of witness completed
- Evidence of Tradesperson certificate or other equivalent qualification, or five year experience where appropriate

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 Information, Registration and Licensing 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