



APPLICATION FOR GAS WORK LICENCE

GENERAL PRIVACY STATEMENT

The Queensland Government introduced Information Standard 42 - Information Privacy to ensure that the collection, use, disclosure and storage of personal information by government agencies are lawful and appropriate. This standard also obliges agencies to tell their clients why personal information is being collected and when it is being disclosed to third parties. The Department of Natural Resources and Mines collects information on this form under the *Petroleum and Gas (Production and Safety) Act 2004* (the Act) and Regulation to meet its obligations under that Act, and to facilitate and regulate the carrying out of responsible gas licensing in Queensland. Information collected on this form, whether or not it is contained in the Gas Licensing Database, may be disclosed to other Queensland Government Agencies, where such disclosure is necessary for the effective management of gas licensing in Queensland. Where information provided is commercial in confidence, it will be treated as confidential and will not be disclosed outside the agency unless the Department is legally required to do so. Further information on the department's privacy policy is available at www.dnrm.qld.gov.au.

INFORMATION FOR APPLICANT

An application must not be lodged until the applicant can submit all the required information on the application form.

Pursuant to s728 the Chief Inspector, Petroleum and Gas may, subject to a Regulation, issue a Gas Work Licence.

1. The Gas Work Licence Notes 2011, published to assist in the preparation of your application for a Gas Work Licence, is available for download at <http://mines.industry.qld.gov.au/safety-and-health/forms-certificates.htm>. If you have no internet access, this document may be posted on request.
2. All first licence applications (unless an equivalent full licence under Mutual Recognition applies) will be issued as an interim licence.
3. Only two one-year interim licences can be issued and all Certificate IV competencies must be provided no later than the end of the second interim licence period.
4. If you are applying for a **first full licence** you are required to purchase a Gas System Compliance Certificate Book, Defect Notice Book and Gas Compliance Plates. The order form and payment should accompany the application. A 'Request for Certificate Books' form is attached to this application, however it is available for download from our website at <http://mines.industry.qld.gov.au/safety-and-health/forms-certificates.htm> for future orders of books and plates.
5. The **original** completed application with original signature, **all** supporting documentation and **fees** must be submitted.
6. Please print clearly in ink and use block letters.
7. Emailed or faxed applications will not be processed.
8. If all the required information is not submitted, the application will be returned and not processed until a complete application is received.
9. All copies of training records, proof of ID, trade licences etc must have an original certification by a Justice of the Peace.
10. Proof of identity can be a Birth Certificate (or extract), passport or driver's licence.
11. **Cheques** are to be made payable to the **Department of Natural Resources and Mines**. Alternatively, a Credit Card Payment Form is attached to the application. Mastercard and Visa only are accepted. Cash can only be used if submitting the application in person to a Petroleum and Gas Inspectorate office at Woolloongabba, Rockhampton or Townsville .
12. If you are NOT applying under Mutual Recognition, please do not complete Section 3.
13. Mutual Recognition (and 'deemed registration') **CANNOT** be granted unless all questions in Section 3 and the Statutory Declaration are fully complete. A certified copy of the front and back of any licence issued in another jurisdiction **must** accompany the application.
14. In line with the Privacy Statement, staff are unable to discuss the application with any other party other than the licence holder / applicant.
15. Once a fully complete application is received, the Inspectorate will endeavour to process your application within 10 business days.

Fees effective from 1 July 2013 to 30 June 2014:

	Application Fee (non-refundable) per application	\$ 38.80
plus	Yearly Licence Fee (each year applied for)	\$ 25.85
	Total payable for interim licence or one-year full licence	\$ 64.65 (+ certificate books/plates if applicable)
	Total payable for full five-year licence	\$168.05

APPLICATIONS ARE TO BE LODGED AT:**Southern Region**

(postcodes 4000 - 4510,
NSW, ACT and overseas)

By post to:

Petroleum & Gas Inspectorate
PO Box 1475, Coorparoo Qld 4151

In person to:

Podium 2, Ground Floor
Cnr Main and Vulture Streets
Woolloongabba Qld 4102

By phone: (07) 3238 3725

Central Region

(postcodes 4570–4799 and WA, SA)

By post to:

Petroleum & Gas Inspectorate
PO Box 548, Rockhampton Qld 4700

In person to:

Level 5, QIDC Building
34 East Street
Rockhampton Qld 4700

By phone: (07) 4938 4683

Northern Region

(postcodes 4511- 4569 and
4800 – 4999, NT, VIC, and TAS)

By post to:

Petroleum and Gas Inspectorate
PO Box 1752, Townsville Qld 4810

In person to:

Level 1 State Government Building
187-209 Stanley Street
Townsville Qld 4810

By phone: (07) 4760 7402

CHECKLIST

Application form completed neatly and in full (ALL applications)	<input type="checkbox"/>
Cheque attached or Credit Card details form completed in full (ALL applications)	<input type="checkbox"/>
Endorsement of applicant signed (ALL applications)	<input type="checkbox"/>
Certified copy of Completion of Apprenticeship certificate, (if applicable) (INITIAL application only)	<input type="checkbox"/>
Certified copy of Certificate of Attainment for all competency units (INITIAL application only) (as detailed in the Gas Work Licence Notes 2011)	<input type="checkbox"/>
Certified copy of proof of identity (INITIAL application only)	<input type="checkbox"/>
Certified copy of front and back of any interstate/overseas licences (if applicable)	<input type="checkbox"/>
All questions in Section 3 completed (Mutual Recognition applications only)	<input type="checkbox"/>
Certified copies of Certificate of Attainment for four Post Units of Competency (Interim to First One-Year Full licence applications only)	<input type="checkbox"/>
Order completed for certificate books and compliance plates, with payment. (Interim to First One-Year Full licence applications only)	<input type="checkbox"/>
Field Experience Form (Interim to First One-Year Full licence non-apprenticeship applications only)	<input type="checkbox"/>
Copies of all Gas System Compliance Certificates issued (One-Year Full to Five-Year Full licence applications only)	<input type="checkbox"/>



APPLICATION FOR GAS WORK LICENCE

Petroleum and Gas (Production and Safety) Act and Regulation 2004
Form PGA728L – Version Number 16

Section 1: Personal Details

1.1 Personal Contact Details

First Name		Middle Name(s)		Surname		Date of Birth	
Street Number	Street Name			Suburb		State	Postcode
Postal Address (if different to residential address)				Suburb		State	Postcode
Home Phone		Mobile Phone		Email			

Are you a sole trader (self employed) Yes No If not a Sole Trader please complete Section 1.2 Work Contact Details

1.2 Work Contact Details

Employer					
Postal Address		Suburb		State	Postcode
Work Phone	Work Fax	Work Email			

Do you wish to receive information from the Petroleum and Gas Inspectorate relating to this occupation? Yes No

Section 2: Licence Details

2.1 Licence Period

Licence Period Requested 1 Year (interim or one year full) 5 Years Other Years (yearly increments only - maximum of 5 years)

2.2 Gas Work Licence Type Applied For

- | | |
|--|---|
| <input type="checkbox"/> Interim (1 year),
OR
<input type="checkbox"/> Full One-Year Licence (first full licence issued),
OR
<input type="checkbox"/> Full Five-Year Licence (up to 5 years) | <input type="checkbox"/> Restricted to Servicing only
<input type="checkbox"/> Restricted to Servicing and Caravan Certification Only
<input type="checkbox"/> Restricted to Caravan Servicing and Certification Only (Available for subsequent applications with Restriction K). |
|--|---|

2.3 Detail any current or previously held Gas Work Licence issued in Queensland

Licence Number	Expiry Date
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2.4 Provide details of all expired or cancelled gas licences issued in another jurisdiction.

Issuing Jurisdiction	Licence Class	Licence Number	Expiry/Cancelled Date
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Section 3: Mutual Recognition Applications Only

3.1 Do you hold a CURRENT gas licence issued in another Australian jurisdiction or New Zealand?

Yes (Please complete Q3.3) No (Please proceed to Section 4 'Endorsement of Applicant')

3.2 Current Interstate Licence Details (All questions must be answered)

State, Territory or New Zealand:			
Name of Licensing Authority:			
Licence Class:		Occupation:	
Licence Number	Issue Date	Expiry Date	
List all other jurisdictions where you are currently registered for this occupation, including the corresponding licence number and issuing authority.			
List all other jurisdictions where you have previously been registered for this occupation, including the corresponding licence number and issuing authority.			
Specify any special conditions, limitations or restrictions to which you are subject in carrying on this occupation in any jurisdiction.			
Have any licence conditions been imposed as a result of criminal, civil or disciplinary proceedings, including preliminary investigations which might lead to disciplinary proceedings? Yes <input type="checkbox"/> No <input type="checkbox"/>			

3.3 Statutory Declaration (Mutual Recognition Applications only)

**Oaths Act 1867-1988
Statutory Declaration**

QUEENSLAND
TO WIT)

I,.....
of, in the
State of Queensland, do solemnly and sincerely declare that,

- The documents I have tendered and the statements contained therein are true and correct in every particular; and
- I am not the subject of any disciplinary proceedings in any State or Territory (including preliminary investigations or action that might lead to disciplinary proceedings) in relation to this occupation; and
- My registration in this occupation has not been cancelled or suspended in any State or Territory, as a result of disciplinary action; and
- I have not personally been prohibited from carrying on the occupation (for which registration is sought) in any State or Territory; and
- I am not subject to any special conditions in carrying out that occupation, as a result of criminal, civil or disciplinary proceedings in any State or Territory; and
- I give consent to the making of enquiries of, and the exchange of information with, the Authorities of any State or Territory regarding any of my activities which may be relevant to the occupation or to this application in general; and
- I will abide by the terms and conditions of the licence if granted; and
- I am aware that, while 'deemed registered', I must work within the limitations of my interstate licence and will comply with the provisions of the Queensland *Petroleum and Gas (Production and Safety) Act 2004* and Regulation while doing so.

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867-1988*.

Taken and Declared before me, at

This day of 20.....)

.....
Signature of Applicant

.....
Justice of the Peace, or Commissioner for Declarations

OFFICIAL USE ONLY

PART A	PART B	
<p>RECEIVED AT: <input type="checkbox"/> SRO; <input type="checkbox"/> CRO; <input type="checkbox"/> NRO;</p> <p>DATE: / /</p>	<p>ENTERED on database by</p> <p>(Name and initials)</p> <p>DATE: / /</p>	
PART C	PART D	
<p>LICENCE PAYMENT MADE:</p> <p>Application Fee: \$</p> <p>Licence Fee: \$</p> <p>Receipt Number:</p>	<p>CERTIFICATE BOOKS AND PLATES ORDERED (if applicable)</p> <p><input type="checkbox"/> Order completed</p> <p><input type="checkbox"/> GSCC Book – Certificate Number/s:</p> <p><input type="checkbox"/> Defect Notice Book – Certificate Number/s:</p> <p><input type="checkbox"/> Compliance Plates – Bundle Number/s:</p> <p><input type="checkbox"/> Postage</p> <p>Total amount paid: \$.</p>	
<p>APPROVAL / REJECTION</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>Licence Type:</p> <p><input type="checkbox"/> Interim Gas Work Licence</p> <p><input type="checkbox"/> Full Gas Work Licence – 1 year</p> <p><input type="checkbox"/> Full Gas Work Licence – 5 years</p> <p>Any Additional Comments:</p> <p>Regional Inspector (Petroleum and Gas) (as delegated)</p> <p>Date: / / .</p>		<p>Restrictions / Endorsements</p> <p><input type="checkbox"/> Under supervision, cannot certify</p> <p><input type="checkbox"/> LPG only</p> <p><input type="checkbox"/> Natural Gas only</p> <p><input type="checkbox"/> Servicing only (Restriction M)</p> <p><input type="checkbox"/> Servicing and Caravan Servicing & Certification (Restriction V)</p> <p><input type="checkbox"/> Caravan Servicing & Certification only (Restriction K) (reapplication of existing Restriction K licences only)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Licence Number: L</p> <p>Expiry Date: / /</p> </div>



Credit Card Payment Request

PAYEE DETAILS:

Full Name:

Address:

State: Postcode:

Telephone: (.....) Fax: (.....)

DESCRIPTION *(please tick appropriate boxes)*

<input type="checkbox"/> Gas Work Licence fees (1 year)	
<input type="checkbox"/> Gas Work Licence fees (5 years)	
<input type="checkbox"/> Certificate Books and / or Compliance Plates (as per order form attached)	
TOTAL	\$

PAYMENT DETAILS

Payment Type Mastercard Visa (Please Tick)

Amount of Payment \$..... Expiry Date /

Card Number _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _

Cardholder's Name Phone No.

Cardholders Signature Date / /

Privacy Notice

The Department of Natural Resources and Mines is collecting the information on this form to charge your credit card for one of the purposes identified in the description section of this form. Only authorised departmental officers have access to this information and your information may be disclosed to your nominated financial institution for the purposes of processing this transaction. Your personal information will not be disclosed to any other third party without your consent, unless required to do so by law or for the purposes of the *Information Privacy Act 2009*.