

FORM 20 – Application for additional/change of qualified person for a contractor licence

INSTRUCTIONS

Read the guidelines when completing this application form. Detail of supporting documentation required is outlined in the guidelines.

The guideline sections align with the numbered form sections.

Section 1 – Current contractor licence details

Complete these details EXACTLY as they appear on your electrical contractor licence card.

Name on licence: _____

Licence number: _____

Section 2 – Removing qualified persons

Nominate the qualified person to be removed from the electrical contractor licence.

Name	Licence number	Business	Technical
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

A change to a qualified technical person's class of electrical work licence may similarly change the scope of electrical work of the contractor licence.

Section 3 – Adding a qualified technical person/s

To be completed by the nominated qualified technical person (QTP). If you require more than one QTP – copy this section and attach to application form.

Title: _____

(Mr / Mrs / Ms / Miss or other (please specify))

Family Name: _____

Date of Birth: _____

Given Name/s: _____

QTP History

Have you:

- been refused or disqualified from holding an electrical licence or registration in Queensland or any other jurisdiction?
- had an electrical licence or registration cancelled or suspended in Queensland or any other jurisdiction?
- been issued with an Improvement or Infringement Notice under the *Electrical Safety Act 2002* (the Act) **OR** an Electrical Safety Protection Notice under the Act for which there is outstanding payment or rectification?
- been subject to disciplinary action under the Act or in any other jurisdiction?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT If you answer YES to any questions below, you **MUST** give details and provide copies of all relevant documentation.

To demonstrate that you are competent to be a QTP for a Queensland Electrical Contractor Licence you must complete 3A and the declaration at 3H - PLUS one of the following 3B, 3C, 3D, 3E, 3F or 3G (if applicable):

3A

I hold a **current** Australian or New Zealand electrical work licence:

Licence number: _____ Where issued: _____

Date first issued: _____ Expiry date: _____

Licence category: _____

(if you have a current non-Queensland electrical licence you will need to provide a verified copy of your licence and a signed mutual recognition statutory declaration available from the Electrical Safety Office website www.electricalsafety.qld.gov.au).

3B

I have training and 3 years' electrical contracting experience in a Country other than Australia and New Zealand and I have held my Queensland electrical work licence for less than 1 year and require special consideration.

3C

I am **currently** the QTP for a Queensland electrical contractor/s licence.

Name on contractor licence: _____

Licence number: _____ Expiry date: _____

3D

I have been the QTP for a **Queensland** electrical contractor licence **within the past 5 years**.

Name on contractor licence: _____

Licence number: _____ Expiry date: _____

3E

I am currently the QTP for a **non-Queensland** electrical contractor licence.

Provide details of the electrical contractor licence you have identified above (if you have a current non-Queensland electrical licence you will need to provide a verified copy of your licence and a signed mutual recognition statutory declaration).

Name on contractor licence: _____

Licence number: _____ Where issued: _____ Expiry: _____

3F

I have held my Queensland electrical work licence for more than 5 years from the initial date of issue and within the last 5 years have completed the course indicated below (**Please tick one box only** - verified copies of course results **must** accompany this application). Course names can be found in the guidelines – section 3F.

<input type="checkbox"/>	UEENEEG005 (installation)	<input type="checkbox"/>	BSBSMB401* (non-installation)	<input type="checkbox"/>	_____ other (please specify)
<input type="checkbox"/>	39093QLD & EA103	<input type="checkbox"/>	39093QLD & CNQ35C	<input type="checkbox"/>	39093QLD & CNQ35E Part 2
<input type="checkbox"/>	QEE010 & EA103	<input type="checkbox"/>	QEE010 & CNQ35C	<input type="checkbox"/>	QEE010 & CNQ35E Part 2

3G

I do not have an electrical work licence. I am not required to hold an electrical work licence under the *Electrical Safety Act 2002* (attach verified evidence of your competence to perform electrical work within the scope of the electrical contractor licence).

Applicants under 3G are applying for a Restricted Electrical Contractor Licence that does NOT permit installation work. Nominate the circumstances in which you will perform electrical work:

- As an electrical engineer
- Testing electrical equipment used in workplaces or electrical equipment made available for hire
- UEENEEP008 for Test and Tag.** (verified copies of course results must accompany this application).
I have satisfactorily finished the required courses of instruction/examination (verified copies of course results must accompany this application).

Name of course: _____ Date of completion: _____

3H**DECLARATION - THE QTP MUST COMPLETE THE FOLLOWING**

As per the *Electrical Safety Regulation 2002* to be a Qualified Technical Person you must either be a member, an employee or an executive officer.

I am the applicant, or an employee, member or executive officer of the applicant. I am a fit and proper person. I am competent to perform the technical aspects of performing electrical work as, or for, a licensed electrical contractor. I agree to be the nominated qualified technical person for the applicant. The information provided by me for this application is true and correct to the best of my knowledge. I am aware that I should inform the Department of Justice and Attorney-General if I cease to be the qualified technical person or no longer wish to be the qualified technical person for this contractor licence.

Signature _____

Date _____

Section 4 – Proof of Identification for the Qualified Technical Person

If you have not ever held a Queensland electrical work licence or training permit then you will need to provide 100 points of identification. Please indicate which documents you have used to prove your identity by circling the relevant items below:

Points		Points		Points	
70	Birth or citizen certificate (only one)	70	Passport	40	ID card issued to a public employee
40	ID card issued by Centrelink	40	Driver's licence	35	Confirmation from employer
25	Store or Medicare card	25	Club membership card	40	Debit/credit card (1 per financial institution)

DECLARATION:

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 (please print): _____ Occupation: _____

Signature: _____ Contact number: _____

Section 5 – Qualified Business Person

To be completed by the nominated qualified business person (QBP). If you require more than one QBP – copy this section and attach to application form.

Title: _____ Family Name: _____
(Mr / Mrs / Ms / Miss or other (please specify))

Given Name/s: _____ Date of Birth: _____

QBP History

Have you:

- | | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| • ever become bankrupt, or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| • ever entered into a composition, deed of arrangement or deed of assignment – Part X of the <i>Bankruptcy Act 1966</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If yes, Been discharged lawfully from Bankruptcy? Date of discharge: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| • been convicted of any criminal offence (excluding traffic offences) relating to honesty within the last ten years e.g fraud or stealing? | <input type="checkbox"/> | <input type="checkbox"/> |
| • been convicted of an offence under Section 596 of the <i>Corporations Act 2001</i> (Commonwealth)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • ever been disciplined by any Committee, Tribunal or Court in relation to holding an electrical contractors licence in Queensland or any other jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Ever had a pending or current disciplinary proceeding by any Committee, Tribunal or Court in relation to holding an electrical contractor licence in Queensland or any other jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |

IMPORTANT If you answer YES to any questions below, you **MUST** give details and provide copies of all relevant documentation.

To demonstrate that you are competent to be a QBP for a contractor licence you must satisfy ONE of the following appropriate sections 5A, 5B, 5C or 5D and the declaration at 5E:

- 5A** I have satisfactorily finished the required course/s of instruction/examination within the last 5 years (please tick one box only): (verified copies of course results must accompany this application).
- UEENEEG075 / UEENEEG014 BSBSMB401 CNQ35C CNQ35E Parts 2 & 3 EA102, EA103 & EA105
- Alternative courses for consideration of the Chief Executive – which I believe is the equivalent of one of the courses above

Name of Course: _____

Date completed: _____

5B

I have been operating a business for a period of, or periods totalling, 5 years (**provide evidence of your competence to perform the business aspects of operating an electrical contracting business**).

Acceptable evidence includes a statutory declaration from an accountant, employer or other business officer stating that you have been responsible for operating a business for a period not less than 5 years.

I have attached the appropriate evidence of my business experience.

5C

I have been a QBP for a Queensland electrical contractor licence within the last 5 years.

Name of Contractor licence: _____

Licence number: _____ Expiry: _____

5D

I am a qualified person for a **non-Queensland** electrical contractor licence competent to perform the business aspects of performing electrical work as, or for, a licensed electrical contractor. **You will need to provide evidence and a signed mutual recognition statutory declaration** (available from the Electrical Safety Office website: www.electricalsafety.qld.gov.au). Please provide details of the electrical contractor licence you identified:

Name of Contractor licence: _____ Licence number: _____

Where issued: _____ Expiry: _____

5E**DECLARATION - THE QBP MUST COMPLETE THE FOLLOWING**

As per the *Electrical Safety Regulation 2002* to be a Qualified Business Person you must either be a member, an employee or an executive officer.

I am a fit and proper person. I am competent to perform the business aspects of performing electrical work as, or for, a licensed electrical contractor. I agree to be the nominated qualified business person for the applicant. The information provided by me for this application is true and correct to the best of my knowledge. I am aware that I should inform the Department of Justice and Attorney-General if I cease to be the qualified business person or no longer wish to be the qualified business person for this contractor licence.

Signature: _____ Date: _____

Section 6 – Proof of Identification for the Qualified Business Person

If you have not ever held a Queensland electrical work licence or training permit then you will need to provide 100 points of identification. Please indicate which documents you have used to prove your identity by circling the relevant items below:

Points		Points		Points	
70	Birth or citizen certificate (only one)	70	Passport	40	ID card issued to a public employee
40	ID card issued by Centrelink	40	Driver's licence	35	Confirmation from employer
25	Store or Medicare card	25	Club membership card	40	Debit/credit card (1 per financial institution)

DECLARATION:

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.

Full name (please print) _____ Occupation _____

Signature _____ Contact number _____

Section 7 – Declaration

Un-witnessed statement **WILL NOT** be accepted

Complete the details of the applicant or the **person authorised** to complete this form on behalf of the applicant. This person will also be the contact person for this licence. All written correspondence will be sent and addressed to this person via the electrical contractor's postal address.

Title _____ Family name _____ Given name/s _____
(Mr / Mrs / Ms / Miss or other (please specify))

I am the applicant or am authorised by the applicant to sign this application. The applicant meets the eligibility requirements for an electrical contractor licence under the *Electrical Safety Regulation 2002*. If issued an electrical contractor licence the applicant will continue to meet the eligibility requirements for this licence, including the requirement to have a person or persons qualified as a business person and a technical person.

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 Name _____

Witness Signature _____ Date _____

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 8 – Lodging this form

Please return 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 processed. If all supporting documentation is not received within a reasonable period of 28 days you are taken to have withdrawn your application. The Department will retain part of the paid fee to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the paid fee is shown in schedule 7 of the *Electrical Safety Regulation 2002* which can be located at the Electrical Safety Office 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 to add, change or delete a qualified person from an electrical contractor licence 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 be disclosed to a third party contractor to print and send you your licence card, and licence renewal requests. This information may also be used to provide you with electrical safety updates, 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.

Form 20 Guideline for an additional/change of a qualified person for a contractor licence

This guide is designed to assist you with your application to add, change or delete a qualified person from an electrical contractor licence.

Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that your nominated technical and business persons meet the eligibility requirements before submitting your application. An incorrect or incomplete application may be considered as withdrawn.

THE APPLICATION FORM

The application form must be the current version of the Application for additional/change of qualified person for a contractor licence (form 20). See www.electricalsafety.qld.gov.au.

Section 1 — Current licence details

Provide the name and number of the electrical contractor licence for which the qualified person details are to be altered. Write these details exactly as they appear on your contractor licence.

Section 2 — Removing qualified person

Write down the name of the qualified person to be removed from the electrical contractor licence and tick the box on the left to confirm their removal. If the person to be removed is a qualified technical person required to hold an electrical work licence for the contracting work you will also need to write that work licence number in the space provided to the right of the name.

You must also tick the box to indicate if the qualified person to be removed is a qualified technical or qualified business person.

Note that changes to your qualified technical person may affect the operation of your contractor licence unless the new qualified technical person has the same licence endorsement and has completed the required courses of instruction. For example, if your licence had no restrictions and your qualified technical person was an electrical mechanic and you replace them with an electrical fitter, this would change the scope of your contractor licence and you would need to apply for new contractor licence.

Section 3 — Qualified Technical Persons (QTP)

In these sections you will provide details of your nominated qualified technical person/s.

Each electrical contractor licence **must** have at least one QTP (Sections 40, 41 and 42 of the *Electrical Safety Regulation 2002*). The technical and business persons can be the same person. In this case, they must complete both sections 3 and 5, but only need to complete the proof of identity (if required) once.

Under Section 7 of the *Electrical Safety Regulation 2002* the QTP must be either an employee of the electrical contractor, a member of the partnership, or an executive officer of the corporation. Only people in these positions can be nominated as a qualified person.

All electrical work must be performed or supervised by a qualified technical person.

(The definition of 'supervise' as per the *Electrical Safety Act 2002* is: **supervise, electrical work, means supervise the way the electrical work is performed.**)

Qualified technical person

The person nominated as the QTP for this application must complete sections 3 and 4. **If more than one QTP is nominated copy these sections and attach them to the form.**

Write the personal details of the QTP, including the date of birth, in the space provided.

To be approved as a QTP for the electrical contractor licence you must be:

- **Licensed or competent to perform electrical work (within the scope of the work contracting for);** and
- **Be competent to perform the role of a qualified technical person** for a Queensland electrical contractor licence.

Qualified technical person history

Please tick the 'yes' or 'no' box as appropriate and complete the remainder of the form.

If you mark any of the following questions in this section as yes, you **MUST** give details and provide copies of all relevant documentation. Please note this information is to be used for assessment purposes only.

You must satisfy one of these options to show that you hold the **appropriate licence** or are **competent to perform electrical work** for which you are not legally required to hold a licence.

A person holding an Interstate or New Zealand electrical installation licence can be a QTP on a Queensland Contractor licence.

Section 3A AND 3E

You hold a current Australia/New Zealand **electrical work licence**. All licence holders must provide the details of their licence and the length of time the licence has been held. Non-Queensland licence holders must also attach a verified copy of their licence to this application together with a signed mutual recognition statutory declaration to authorise a licence check with the jurisdiction which issued the licence. (Statutory Declaration forms can be located at www.electricalsafety.qld.gov.au).

QTP for an installation electrical contractor licence, if you have held your initial electrical mechanic qualification based electrical work licence for more than 5 years, refer to 3F for recognised course requirements and complete this section.

QTP for a non-installation electrical contractor licence, if you have held your initial electrical worker licence for more than 5 years from the issue date refer to 3F for recognised course requirements and complete this section.

Section 3B

Documents to satisfy this requirement include, but are not limited to:

- Applicable sections of the appropriate Legislation/Regulation from that country; and/or
- Licence, qualification, competency or authority that authorises the performance of the scope of work in that country.

Section 3C

The QTP must be either an employee of the electrical contractor, a member of the partnership, or an executive officer of the corporation. You need to provide QTP eligibility criteria for the electrical contractor licence for which you are applying. Where you intend to be the QTP for more than one electrical contractor licence, contact the Principal Licensing Officer on 1300 650 662.

Section 3F

If you have held your electrical worker licence for more than five years, you will need to demonstrate current competency to act in the QTP role by completing a course of instruction approved by the Chief Executive. Where you have satisfactorily completed these approved courses, the qualification, statement of attainment or certificate issued and signed by a Supervising Registered Training Organisation (SRTTO) must be **dated within the last five years**.

Where you have satisfactorily completed other licensing courses within the past five years contact the Principal Licensing Officer on 1300 650 662 to discuss your circumstances. Approved courses include:

- UEENEEG005 – Verify Compliance and Functionality of General Electrical Installations (installation)
- BSBSMB401 - Establish Legal and Risk Management Requirements for Small Business (non-installation)
- QEE010 – Electrical Requirements
- 39093QLD – Electrical Installations Inspection and Testing
- EA103 – General Legislative Requirements
- CNQ35C – Electrical Contractors Management Skills
- CNQ35E Part 2 – Small Business and the Law in Queensland

Section 3G

You must satisfy that you are **competent to perform electrical work** for which you are not legally required to hold a licence. Licence category includes both Test and Tag and Electrical Engineers.

A person holding a current Queensland restricted electrical work licence that authorises the testing of equipment for which a Test and Tag Contractor licence is necessary, is not required to complete UEENEEP008 – Conduct in-service safety testing of electrical cord equipment; unless you have held your restricted electrical work licence for MORE than five years.

Persons who do not hold the appropriate restricted electrical work licence are required to complete Course UEENEEP008 – Conduct in-service safety testing of electrical cord equipment.

Section 4 — Proof of identification - qualified technical person

If you have indicated that you hold a Queensland electrical work licence then you do not need to complete this section. Make sure you have provided your licence number at the start of section 3.

If you are applying to be the qualified technical person for a contractor licence and have never held a Queensland electrical work licence then you will need to provide proof of identification.

Your personal details must be supported by 100 points of identification utilising the documents and points nominated on the form. Copies of the documents are not required with the application. Persons authorised to complete the proof of identity are listed below and the person must print and sign name and provide contact number and occupation 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 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)

Section 5 — Qualified business person (QBP)

In these sections you will provide details of your nominated qualified business person/s.

Each electrical contractor licence **must** have at least one QBP (Sections 40, 41 and 42 of the *Electrical Safety Regulation 2002*). The QTP and QBP can be the same individual. In this case, the nominated person must complete both sections 3 and 5, but will only need to complete the proof of identity (if required) once.

Under Section 7 of the *Electrical Safety Regulation 2002* the QBP must be either an employee of the electrical contractor, a member of the partnership, or an executive officer of the corporation. Only people in these positions can be nominated as a qualified person.

The person nominated as the QBP for this application must complete sections 5 and 6. If you have more than one QBP, copy these sections and attach them to the form.

Write the personal details of the QBP, including the date of birth, in the space provided.

To be approved as a QBP for an electrical contractor licence you will need to demonstrate that you are competent to perform the business aspects of operating an electrical contracting business.

Qualified business person history

Please tick the 'yes' or 'no' box as appropriate and complete the remainder of the form.

If you mark any of the following questions in this section as yes, you **MUST** give details and provide copies of all relevant documentation. Please note this information is to be used for assessment purposes only.

You have the following options to demonstrate your competence:

Section 5A

You will need to provide a verified copy of your qualification, a statement of attainment or certificate issued and signed by a Supervising Registered Training Organisation (SRTO) **dated within the past five years**.

Evidence of another appropriate business qualification, such as a business diploma or an accounting degree, with the equivalent learning outcomes in legislative frameworks and responsibilities. You must provide verified copies of your course results demonstrating how you meet this requirement.

Approved courses include:

- BSBSMB401 – Establish Legal & Risk Management Requirements for Small Business
- UEENEEG075 / UEENEEG014 – Develop Plans and Compliance policies to conduct a Contracting Business
- CNQ35C – Electrical Contractors Management Skills
- CNQ35E Parts 2 & 3 – Small Business and the Law in Queensland
- EA102 – Establishing Contracting Business **AND** EA103 – General Legislative Requirements **AND**
- EA105 – Finance & Controlling

Section 5B

You have been operating a business for a period of, or periods totalling five years. You will need to provide evidence of your competence to perform the business aspects of operating an electrical contracting business. Acceptable evidence includes a **statutory declaration** from accountant, employer, or other business officer stating that you have been responsible for the operating of a business.

For a self-employed person, business tax returns and a statutory declaration from an accountant stating that you have been responsible for the operating of a business.

OR

Section 5C

You were a qualified business person for a **Queensland** electrical contractor licence within the last five years. You must provide details of the electrical contractor licence in the space provided.

OR

Section 5D

A person holding an Interstate or New Zealand electrical contractor licence can be a QBP for a Queensland electrical contractor licence. All licence holders must provide the details of their licence. Non-Queensland licence holders must also attach a verified copy of their licence to this application together with a signed mutual recognition statutory declaration to authorise licence check with the jurisdiction which issued the licence (Statutory Declaration forms can be located at www.electricalsafety.qld.gov.au).

Section 6 — Proof of identification – qualified business person

You do not have to complete this section if:

- you have already established your identity as the qualified technical person, or
- if you have held or currently hold a Queensland electrical work licence.

If you are applying to be the qualified business person for a contractor licence and have never held a Queensland electrical work licence then you will need to provide proof of identification.

Your personal details must be supported by 100 points of identification utilising the documents and points nominated on the form. Copies of the documents are not required with the application.

Persons authorised to complete the proof of identity are listed below and the person must print and sign name and provide contact phone number and occupation 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 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).

Section 7 — 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. The declaration can be made by either the applicant or a person authorised by the applicant to sign the declaration. For example, if the applicant is a corporation the person authorised to sign the declaration is an authorised director of the corporation. It is important to provide details of the person who signs the application form since all written correspondence for the contractor will be addressed to this person.

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 8 — Lodging this form

Send the completed application and all supporting documentation to the postal address provided.

Providing documentation

Documentation in support of your application, e.g. evidence of competency where required, should be sent with your application. 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 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

- Current contractor licence details provided
- If removing qualified persons details provided including whether business or technical
- Details of additional qualified technical person provided
- Qualified technical person's competence indicated and evidence attached
- Proof of identity completed where appropriate
- Details of additional qualified business person provided
- Qualified business person's competence indicated and evidence attached
- Contact and address details are correct
- Proof of identity completed where appropriate
- Declaration signed by nominated person and signature of witness completed

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: Electrical Safety Office Licence Processing 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