

Section 3 – Qualified Technical Person

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: _____
Given Name/s: _____

Date of Birth: _____

QTP History

Have you:

Yes No

- been refused or disqualified from holding an electrical licence or registration in Queensland or any other jurisdiction? Yes No
- had an electrical licence or registration cancelled or suspended in Queensland or any other jurisdiction? Yes No
- 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**? Yes No
- been subject to disciplinary action under the Act or in any other jurisdiction? Yes No

If you answered 'yes' to any of the questions above, you **MUST** provide details and 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 (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

UEENEPP008 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 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	25	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: _____

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

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"/>

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

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 – Liability & Consumer Protection Insurance

YOU MUST attach a certificate of currency as evidence of your insurance policy (original or certified).

Please provide evidence of Broadform public and products liability insurance of at least \$5,000,000 under a contract of insurance **approved by the Chief Executive** including consumer protection insurance of at least \$50,000.

Insurer / Underwriter

Policy number: _____

Expiry date: _____

IMPORTANT: The certificate of currency document you provide **must state** that the policy meets the requirements of *Section 43* of the *Electrical Safety Regulation 2002*.

Documentation provided which does not contain this confirmation/statement will not be accepted.

The name of insured on the Certificate of Currency **MUST** be the same as the legal name of the applicant as stated in Section 1 of this application form.

Section 8 – 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 _____ (Mr / Mrs / Ms / Miss or other (please specify))

Family name _____ Given name/s _____

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 9 – 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 for a Queensland 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 18 Guidelines for the application for a Queensland electrical contractor licence

These guidelines are designed to assist with the application for a Queensland electrical contractor licence. Under the *Electrical Safety Act 2002* there are severe penalties for conducting a business that includes the performance of electrical work without a contractor licence.

The Electrical Safety Office suggests reading the guidelines to ensure the form is completed correctly.

It is the applicant's responsibility to ensure they meet the eligibility requirements before submitting the application. **An incorrect or incomplete application may be considered to be withdrawn and the department will retain a portion of the application fee to offset processing costs.**

An electrical contractor licence is issued for a period of one year. It is the electrical contractor's responsibility to continue meeting the eligibility requirements of the licence during its term.

Section 1 — Will your business contract for the performance of electrical installation work?

Tick the 'yes' box if you intend to contract for the performance of electrical installation work. In this case, the qualified technical person (QTP) for your contractor licence must be the holder of a current Queensland electrical mechanic licence or current external equivalent electrical licence (see Schedule 1 of the *Electrical Safety Regulation 2002*).

If you do not intend to contract for the performance of electrical installation work, tick the 'no' box and continue with the application. The QTP for your contractor licence must be the holder of a current Queensland electrical work licence which authorises the electrical work to be performed. You may only contract for work **within** the scope of licensed electrical work of the QTP.

Applicant/company details

Legal name, legal status, ACN and ABN

An electrical contractor licence can only be held by an individual, a partnership or a corporation (Sections 40, 41 and 42 of the *Electrical Safety Regulation 2002*). An electrical contractor licence can be issued to a trustee of a trust but not a trust. A trustee will be required to satisfy the relevant eligibility requirements.

The Australian Business Number (ABN) or Australian Company Number (ACN) supplied in the application must be registered to the legal name provided.

Business name/s

All business names provided must be registered with the Office of Fair Trading in Queensland. You must attach a copy of a certificate of registration issued by the Office of Fair Trading for each listed business name. Companies must also be registered with the Australian Securities and Investments Commission (ASIC). Attach a copy of the company certificate of registration to this application.

Section 2 — Contact details

Complete this section with the applicant's contact details. Provide one postal address only. All written correspondence will be sent to the person authorised to complete this application at the postal address provided. If you are issued a licence it is your responsibility to notify the Electrical Safety Office of any new contact details within 14 days of change (Section 52 (4) of the *Electrical Safety Regulation 2002*). Up to date details allow the department to easily contact you with licence renewals and important information regarding your 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 three and four. **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 you are 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 issuing jurisdiction. (Statutory Declaration forms can be located at www.electricalsafety.qld.gov.au).

QTP for an electrical installation contractor licence

If you have held your initial electrical mechanic qualification based electrical work licence for more than five 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 five 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 (SRTO) 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 AND 6 — Proof of identification - qualified technical and business 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 using 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 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.

Section 5C

You have been 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.

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 7 — Liability insurance

Section 43 of the *Electrical Safety Regulation 2002* prescribes the insurance requirements for an electrical contractor licence.

All Queensland electrical contractors are required to hold current broadform public and products liability insurance of at least \$5,000,000 and Consumer Protection Liability of at least \$50,000 under a contract of insurance to satisfy the Chief Executive.

Evidence to be provided includes a Department of Justice and Attorney-General 'certificate of currency' or an alternative form of documented evidence from an Australian Prudential Regulation Authority (APRA) authorised insurer/s confirming the policy meets the Chief Executive's requirements.

You will find a template of the departmental Certificate of Currency attached at the end of these guidelines.

Any alternative forms of documented evidence of insurance must verify the insurer's identity by letterhead or company stamp and include the insurance details covered by the certificate of currency, specifically:

- a policy including cover for goods in care, custody or control; and
- liability arising from testing and certification of work in accordance with the *Electrical Safety Regulation 2002*; and
- injury or damage arising from faulty design work performed by you including where you did not charge a specific fee for such design work; and
- injury or damage arising from incorrect advice including where you did not charge a specific fee for such advice; and
- consumer protection liability for at least \$50,000; and
- nominate that the insurance is provided for the purposes of meeting the insurance requirements for an electrical contractor licence under Section 43 of the *Electrical Safety Regulation 2002*.

It is acceptable for more than one APRA authorised insurer to combine to provide the complete package of insurance, with, e.g., one insurer providing the consumer protection liability component and the other the remainder. Each component must be evidenced by either the certificate of currency or another form of documented evidence.

The evidence of insurance must nominate the applicant's full legal name in the 'name of the insured'.

The legal name of the business must be entered in the name of insured, e.g. if the company's legal name is ABC Pty Ltd and your business name is Sparkies, the name of insured can be "ABC Pty Ltd trading as Sparkies".

OR

A certificate of currency must state the legal name however the trading name is optional even though the application form has both. e.g. ABC Pty Ltd trading as Sparkies on the application form, but only ABC Pty Ltd is shown on the certificate of currency.

OR

When a licence is issued to a trustee the name of insured can be shortened to the individual, partnership or corporation, e.g. if the trustee's full legal name is Citizen Pty Ltd as trustee for the Citizen Family Trust, the name on the insured can be Citizen Pty Ltd.

Section 8 — 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, e.g. 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 9 — Lodging this form

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

Providing documentation

Documentation in support of your application, e.g. certificate of business name registration, must 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.

Licence application audits

In the interests of 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 10 — 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 before it is decided. 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. Credit card or BPay must be used if you are submitting an online application. Please do not post cash in the mail.

The relevant fees are attached as the last page of this PDF.

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

Electrical Contractor Licensing Fee Guide

The below amounts are correct as of 1 July 2011 and are available online at www.electricalsafety.qld.gov.au

Title of form	Fee
Form 18 - Application for electrical contractor licence	\$ 305.00
Form 19 - Application for renewal/reinstatement or recognition electrical contractor licence	\$ 305.00
Form 22 - Change of details/replacement/additional card form	\$ 25.00

Certificate of Currency

V5.05-2011
Electrical Safety Act 2002

Section 43 of the *Electrical Safety Regulation 2002* prescribes the insurance requirements for an Electrical Contractor Licence. A contract of insurance approved by the chief executive is as follows:

Broadform Public & Products Liability

Limit of Indemnity: at least \$5,000,000 (five million dollars)

Note: Products liability is limited to an aggregate amount of at least \$5,000,000 (five million dollars) for all claims in any one policy period.

Policy limit applies to the following inclusions unless otherwise detailed in the policy schedule:

- Liability arising from testing and certification of work in accordance with the *Electrical Safety Regulation 2002* and
- Injury or damage arising from faulty design work performed by you including where you did not charge a specific fee for such design work and
- Injury or damage arising from incorrect advice including where you did not charge a specific fee for such advice and
- Cover for goods in your care, custody or control.

The policy includes Consumer Protection Liability at least \$50,000 (fifty thousand dollars)

Insurance Confirmation

Name of insured:
(Legal name of licence holder)

Business name (if any):

Policy No:

Contractor Licence No:

Insurer/Underwriter:

Current to:

By signing this certificate, the insurer acknowledges and agrees that the policy noted above complies with the requirements of a contract of insurance approved by the chief executive.

Signature of Insurer or Agent/Broker

Company Stamp