

Application for additional/change of qualified person for a contractor licence

FORM 20
V9.06-2009
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.

1 Current contractor licence details - Complete these details exactly as they appear on your electrical licence.

 Name on licence _____

Licence number _____

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"/>

Changes to your qualified technical person may affect the operation of your contractor licence
3 Adding qualified person/s — Qualified technical person

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

Title _____ Mr / Mrs / Ms / Miss

Family name _____

Given name/s _____

Date of birth _____

 I hold a current Australian or New Zealand electrical work licence;

Licence number _____ Where issued _____ Expiry _____

Licence category _____

 I have held the electrical work licence for **less than 1 year** and require special consideration.

If you have a current non-Queensland electrical licence you will need to provide a verified or certified copy of your licence and a signed mutual recognition statutory declaration.

OR
 I do not have an electrical work licence. I am not required to hold an electrical work licence under the *Electrical Safety Act 2002*. I have attached verified or certified evidence of my competence to perform electrical work within the scope of the electrical contractor licence.

Nominate the circumstances in which you will perform electrical work:

 Practising my profession as an electrical engineer.

 Testing electrical equipment used in workplaces or electrical equipment made available for hire.

To demonstrate that you are competent to be a qualified technical person for a contractor licence you must satisfy one of the following (indicate by ticking the appropriate box):
 I have satisfactorily finished the required courses of instruction/examination. *Verified or certified copies of course results must accompany this application.*

Name of course _____ Date of completion _____

OR
 I have been the qualified technical person for a **Queensland** electrical contractor licence within the last five years;

OR
 I am currently the qualified technical person for a **non-Queensland** electrical contractor licence (*You will need to provide evidence of your qualifications*)

Provide details of the electrical contractor licence you identified above:

 Name on contractor licence _____

Licence number _____ Where issued _____ Expiry _____

A qualified technical person must complete the following:

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 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 _____

4 Proof of identification

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

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

Declaration:

I am the person authorised to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name _____ Occupation _____
(Please print)

Signature _____ Contact number _____

5 Adding qualified person/s — Qualified business person

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

Title _____ Mr / Mrs / Ms / Miss

Family name _____

Given name/s _____ Date of birth _____

To demonstrate that you are competent to be a qualified business person for a contractor licence you must satisfy one of the following (indicate by ticking the appropriate box):

I have satisfactorily finished the required courses of instruction/examination. *Verified or certified copies of course results must accompany this application.*

Name of course _____ Date of completion _____

OR

I have been operating a business for a period of, or periods totalling, five years *(The evidence that must accompany this application)*

OR

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)*

OR

I have been the qualified business person for a **Queensland** electrical contractor licence within the last five years;

Provide details of the Queensland or non-Queensland electrical contractor licence you identified above:

Name on contractor licence _____

Licence number _____ Where issued _____ Expiry _____

A qualified business person must complete the following:

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 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 _____

6 Proof of identification

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

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

Declaration:

I am the person authorised to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name _____ Occupation _____
(Please print)

Signature _____ Contact number _____

7 Declaration

Enter 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

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.
The person/s nominated on this form to be the qualified technical person and the qualified business person meet the requirements under the *Electrical Safety Regulation 2002*. I agree to ensure that the details and qualifications for the qualified person/s on this licence are maintained.
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 _____ 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.

8 Lodging this form

Please return to:



Department of Justice and Attorney-General
Business and Occupational Licensing
PO Box 820
Lutwyche Qld 4030

Note: If all supporting documentation is not received within a reasonable period of 28 days you are taken to have withdrawn your application. For more details phone: 1300 650 662(Qld only) or (07) 32474711 (outside Qld).

PRIVACY STATEMENT: The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of applying for the addition/change of a qualified person on an electrical contractor licence and monitoring compliance under the *Electrical Safety Act 2002*. This also includes publishing your licence details on the department's online register which is accessible by the public. All information provided by you will be managed within the requirements of Information Standard 42. The department may be required to disclose your personal information to other government agencies, entities or persons as may be required by law or that are outsourced functions. This information may also be used for statistical research, information provision and evaluation of our services. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting Electrical Licensing on 1300 650 662. Further information on our privacy policy is available at www.electricalsafety.qld.gov.au.

Office use only

QBP competent
QTP competent

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 and has completed the same courses of instruction as the old technical person. 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.

To Do

- | |
|---|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> Contractor details provided.<input checked="" type="checkbox"/> Details of qualified person to be removed confirmed. |
|---|

Section 3 — Adding a qualified technical person

The person nominated as the qualified technical person for this application must complete sections three and four. If more than one qualified technical person is nominated copy these sections and attach them to the form.

Write the personal details of the qualified technical person, including the date of birth, in the space provided.

To be approved as a qualified technical person for the electrical contractor licence you must be:

- **Licensed or competent to perform electrical work**, and
- **Be competent to perform the role of a qualified technical person** for a Queensland electrical contractor licence.

You must satisfy one of the two following 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:

You hold a current Australia/New Zealand **electrical work licence**. All licence holders must provide the details of their licence. Non-Queensland licence holders must also attach a verified or certified copy (see Section 8) of their licence to this application.

You must indicate if you have held this licence for **less than one year**. If you have held your electrical work licence for less than one year you will be asked to provide further information to show that you are sufficiently experienced to work as the qualified technical person for a contractor licence.

A person who holds a current non-Queensland electrical work licence may apply to be the qualified technical person for a Queensland electrical contractor licence. You will need to provide a verified or certified copy of your non-Queensland licence as well as a completed mutual recognition statutory declaration. Both interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website.

Non-Queensland licence holders, other than electrical mechanics, may have to make separate application for an equivalent Queensland electrical work licence before working in Queensland.

OR

You are **competent to perform electrical work** for which you are not legally required to hold an electrical work licence. This is applicable if the business carries out electrical work for the purposes of electrical engineering or testing electrical equipment in workplaces or equipment made available for hire.

You must attach evidence of your competence to perform the electrical work to be provided by the electrical contractor. Acceptable forms of evidence include verified or certified copies of your qualifications and/or training course results.

AND

In addition to options one and two above you must also satisfy one of the four following options to show that you are **competent to perform the role of a qualified technical person** for a Queensland electrical contractor licence.

You have satisfactorily completed the following approved courses:

For all applicants:

Qualification, statement of attainment or certificate issued and signed by a Supervising Registered Training Organisation (SRTO) and dated within the last five years for:

CNQ35E – Part 2, or
EA 103 – General Legislative Requirements

Write the name of the course and the completion date. verified or certified copies of your course results must accompany this application.

For businesses applying to conduct electrical installation work:

If your work licence was issued for the first time more than five years ago you must provide evidence of successful completion of:

QEE010 – Electrical Requirements, or
39093QLD – Electrical installations inspection and testing

Write the name of the course and the completion date. verified or certified copies of your course results must accompany this application.

OR

You have been a qualified technical person for a **Queensland** electrical contractor licence within the last 5 years. You must provide details of the electrical contractor licence in the space provided.

Read the statement and sign in the space provided.

OR

You are currently the qualified technical person for a **non-Queensland** electrical contractor licence. You will need to provide evidence of your qualifications and a signed mutual recognition statutory declaration.

Both interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website.

Acceptable forms of evidence include verified or certified copies of your interstate/New Zealand work licence or a statement from the interstate licensing authority confirming that you are the equivalent of a qualified technical person for a current non-Queensland contractor licence.

To Do

- Personal details of technical person to be added complete.**
- Indicated that you are competent to perform electrical work.**
- Indicated that you are competent to perform the role of a qualified technical person for a contractor licence.**
- Section signed by qualified technical person applicant.**
- Evidence attached to application where required.**

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)

To Do

- An authorised person has verified the identity of the qualified technical person.**

Section 5 — Adding a qualified business person

The person nominated as the qualified business person for this application must complete sections five and six. If you require more than one qualified business person copy these sections and attach them to the form.

Write the personal details of the qualified business person, including the date of birth, in the space provided.

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

You have five options to demonstrate your competence:

You have satisfactorily finished an approved course of instruction/examination. Write the name of the course and the completion date. You will need to provide verified or certified copy of a qualification, statement of attainment or certificate issued and signed by a Supervising Registered Training Organisation (SRTO) within the last five years for:

CNQ35C – Electrical Contractors Management Skills, **or**
CNQ35E – Parts 2 and 3.

OR

EA102 – Establishing a Contracting Business, **and**
EA103 – General Legislative Requirements, **and**
EA105 – Financing and Controlling.

OR

Evidence of another appropriate business qualification, such as a business diploma or accounting degree, with equivalent learning outcomes in three areas: business management, financial management, and legislative frameworks. You must provide verified or certified copies of your course results demonstrating how you meet the three learning outcome areas.

OR

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 tax returns for a self-employed person or statutory declarations from an accountant, employer, or other business officer stating that you have been responsible for the business aspects of operating a business.

OR

You are a qualified person for a **non-Queensland** electrical contractor licence competent to perform the business aspects of operating an electrical contracting business. Write the details of the electrical contractor licence in the space provided.

You need to provide a mutual recognition statutory declaration. Both interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website.

You will also need to provide evidence that you are competent to perform the business aspects of operating an electrical contracting business. Acceptable evidence includes:

- If your non-Queensland licence is in your own name (ie, sole trader) you can supply a verified or certified copy of this licence as evidence of your competency.
- If the licence is not in your own name you must supply other evidence such as a letter from the director/partner of the company holding the non-Queensland contractor licence stating that you are currently the person qualified to perform the business aspects of operating an electrical contracting business.

OR

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.

Read the statement and sign in the space provided.

To Do

- Personal details complete.**
- Indicated that you are competent to be a qualified business person on a contractor licence.**
- Section signed by qualified business person applicant.**
- Evidence attached to application where required.**

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)

To Do

- An authorised person has verified the identity of the qualified business person.**

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.

To Do

- Ensure the declaration has been signed and details of the person provided.**

Section 8 — Lodging this form

Send the completed application and all supporting documentation to the PO Box 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.

Privacy statement

The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application

Electrical Safety Office audits

In the interests of electrical safety the Electrical Safety Office is conducting random licence application audits to ensure that applicants are complying with the legislation. In the event of an audit you will be required to provide certified/verified evidence as detailed on your application.

APPLICATION CHECKLIST

- 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 complete where required
- Declaration signed by nominated person

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