

Guideline to assist in applying for extension of electrical equipment certificate of approval

Please use this information to ensure correct and complete information is provided. An incorrect or incomplete application may be considered as withdrawn or refused.

This guide is designed to assist you with your application for an extension of a certificate of approval of a type of electrical equipment. Section 103A of the *Electrical Safety Regulation 2002* sets down that approval of a type of electrical equipment may be extended for a period of up to one year. Once the period of extension has expired there can be no further extensions or renewal of the certificate of approval and you must cease all sales of the electrical equipment.

When any certificate of approval expires the equipment can no longer be sold in Queensland or any state or territory where the Queensland certificate of approval was being recognised.

Extension of a certificate of approval is only available for items that have been manufactured before the application is made i.e. items that are for sale and not being manufactured.

For some applications, the Electrical Safety Office (ESO) may require the applicant to provide additional information to assess the application. Any additional information requested must be forwarded to the ESO within the time stated in the notice.

If your application for an extension is granted, the ESO will issue a new certificate of approval with the modified expiry date. Please ensure your new certificate of approval is kept in a safe and accessible place, as it must be made available to an ESO inspector on request.

THE APPLICATION FORM

The application form must be the current version of the application for modification to approved electrical equipment form (Form 35). See www.electricalsafety.qld.gov.au

Section 1 — Applicant details

Business name: The business name detailed on this section will be legally responsible for the electrical equipment, who must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the certificate of approval.

ABN / ACN / ARBN: Australian applicants should enter their Australian Business Number (ABN) or their Australian Company Number (ACN) as it appears on their original certificate of approval. International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia (if applicable).

Contact: These are the contact details of the person who owns the business or is employed by the owner and has delegated authority to act for the business in approval matters.

Address: This address is where the business is legally registered.

Section 2 — Consultant / agent details

If a consultant or agent is being used, this section nominates the consultant / agent who is to act on behalf of the applicant company. The contact person in this section is the person who will be responsible for all correspondence relating to this application.

Please also supply a letter of authorisation for the consultant / agent to act on behalf of the applicant. All written correspondence will be sent to the contact person at the postal address provided in this section.

Section 3 — Product details

Complete this section using the details of the originally approved type of electrical equipment that can be found on the certificate of approval. Also nominate the period for which the extension is required for (maximum one year).

Original approval No: This is the certificate number on the original certificate of approval. This is the Registration Number near the top of the certificate and is the same as the Reference Number (without the Q) in the body of the certificate.

Original equipment type: This is the same as is on the original certificate of approval as per the 'Article' listed on the certificate of approval.

Original trade or brand name: This is the same as is on the original certificate of approval as per the 'Trade Name' section on the certificate of approval.

Original model number: The model, catalogue / model/type number on the original certificate of approval should be entered here.

Estimated number of items remaining for sale: The amount of items left that are for sale. Note, this is items already manufactured/imported into Australia. Extensions are not valid for equipment still being manufactured.

Period of extension required for: This will determine the expiry date (maximum one year). Note, once the extension expiry date has occurred, the electrical equipment is no longer on a valid certificate of approval and all sale of the equipment must cease. If you still require to sell the equipment, you must make an application for new approval, and not sell the product unless and until the application has been successfully completed.

Section 4 — Declaration

The declaration must be signed by an authorised person who by their position or appointment has authority to act on behalf of the applicant. 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. The department may request evidence in support of any information provided in the application.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading.

Section 5 — Fee

No application will be accepted unless full payment is received.

The application fee is required at the time of application. If an application is refused or withdrawn, the department will apply Section 126A and Schedule 7 of the *Electrical Safety Regulation 2002* in order to offset processing costs.

The fee for an application for extension is set out in the *Electrical Safety Regulation 2002* Schedule 7. The Schedule of Fees is also located on the ESO website: www.electricalsafety.qld.gov.au

You can pay by several methods:

- **Electronic Funds Transfer (EFT):** contact the ESO for a reconciliation number then forward a copy of the form with the reconciliation number to your Accounts Department to be used as an invoice.
- **Cheque:** to be submitted only by mail with the application form and to be made out to the Department of Justice and Attorney-General.
- **Credit card:** complete the fee section of the form as per your card details. Please note, the Department of Justice and Attorney-General respects your privacy and is committed to protecting your private information.

APPLICATION CHECKLIST

- Applicant details (company name and ABN/ACN/ARBN, if applicable)
- Consultant details provided (if applicable)
- Product details provided as per the original certificate of approval
- Declaration signed by a person with authority to act on behalf of applicant
- Full fee included with application

NEED MORE INFORMATION?

Contact the Electrical Safety Office:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (interstate)
Telephone: +61 7 3247 9439 (international)
Facsimile: +61 7 3406 3808
Email: equipmentsafety@deir.qld.gov.au
Website: www.electricalsafety.qld.gov.au

Application for extension of approval of electrical equipment

This form is to be completed in accordance with the attached guidelines. Please complete the form in BLOCK LETTERS.

Form 35

V4 06-2009

Electrical Safety Act 2002

1 Applicant details - Relates to original approval certificate

Business name:	ABN / ACN / ARBN (If applicable):		
Contact: Name	Telephone	Fax	Email
Address: Street / PO Box		Suburb	
State	Country	Postcode	

2 Consultant / agent details – Please note, unless otherwise indicated the certificate/s will be posted to the consultant / agent.

Business name:	ABN / ACN / ARBN (If applicable):		
Contact: Name	Telephone	Fax	Email
Postal address: Street / PO Box		Suburb	
State	Country	Postcode	

3 Product details

Original approval number:	Original equipment type:
Original trade or brand name:	Original model number:
Estimated number of items remaining for sale:	Period extension is required for (maximum 1 year):

4 Declaration

I/We declare that the information stated above is a true statement and that, to the best of my/our knowledge, the equipment referred to above has been tested and examined in accordance with the appliance specifications to demonstrate the safety outcomes of the required Standards under the Electrical Safety Regulation 2002.

Authorised person:

Signature:

Date:

5 Fee – This is a GST free supply. Keep a copy of this invoice for your records. A receipt of payment will be attached to the certificate.

Invoice amount \$ _____

EFT – Please contact the ESO for a reconciliation number then forward a copy of this form to your Accounts Department.

Cheque – to be made out to the Department of Justice and Attorney-General.

Credit card – as below.

Card type: Visa Bankcard MasterCard American Express* * code

Card number:

Expiry date: Name on card: _____

Cardholder's signature: _____

Return application to: Electrical Safety Office, Equipment Safety, LMB 2234 Brisbane QLD 4001 or equipmentsafety@deir.qld.gov.au