

# Application for a restricted electrical work licence/permit (other than apprentice)

**FORM 21**  
**V6.06-2009**  
*Electrical Safety Act 2002*

This form is to be completed in accordance with the relevant guidelines available at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au) or phone 1300 650 662.  
 Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee.

Do you hold or have you ever held a Queensland electrical work licence?  Yes Licence No. \_\_\_\_\_  No

Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence?  Yes  No

## 1 Applicant details — Please complete in block letters

Title	Mr / Mrs / Ms / Miss		
Family name	_____		
Given name/s	Middle name/s	_____	
Date of birth	_____		

Residential address	Street No.	Street Name	
	_____	_____	
	Suburb	State	Postcode
	_____	_____	_____

Postal address	Street No.	Street / PO Box	
	_____	_____	
	Suburb	State	Postcode
	_____	_____	_____

Phone	_____	Facsimile	_____
Mobile	_____		
Email	_____		

## 2 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		Points	
70	Birth or citizen certificate (only one)	35	Confirmation from employer
70	Passport	25	Debit/credit card (one 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 the Department of Social Security		

### 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 _____

## 3 All applicants must complete the relevant sections below

### A Interstate/New Zealand qualification — You must attach a verified or certified copy of your **current** licence, permit, certificate or other authority

I hold a **current** electrical work licence, permit, certificate or other authority issued by the Commonwealth, another state or territory or New Zealand that is equivalent to the Queensland restricted electrical work licence.

Licence/permit/ certificate number _____	Where issued _____	Expiry date _____
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Licence category \_\_\_\_\_

You must attach a verified or certified copy of your current interstate qualifications and a completed mutual recognition statutory declaration available at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

### Go to section D

**B Relevant qualifications**

I have a **current** Queensland restricted electrical work licence. I am applying for additional units of competency or additional endorsement  
**Go to "Demonstrate your calling"**

OR

I have a **current** Queensland electrical work licence and am applying for a restricted licence  
**Go to "Demonstrate your calling"**

OR

I do not have a **current** Queensland electrical work licence and am applying for a restricted electrical work licence.  
**Go to "Demonstrate your calling"**

**C Demonstrate your calling**

Tradesperson's certificate issued by Trades Recognition Australia, tradesperson's certificate or an Offshore Technical Skills Record.  
Certificate category \_\_\_\_\_ (Attach a verified or certified copy of your certificate)

OR

Equivalent qualification in a calling that requires the performance of electrical work;  
Qualification category \_\_\_\_\_ (Attach a verified or certified copy of your qualification)

OR

At least 5 years unstructured experience in a calling that requires the performance of electrical work.  
Category of work \_\_\_\_\_ (Attach evidence of your five years unstructured experience)  
*(If you are unable to demonstrate your trade or calling by way of one of these options then you may not be eligible for a restricted electrical licence)*

**D Type and Scope of work**

**For an employee:**  
I have provided formal advice from my current employer of the details of the type and scope of electrical work incidental to my trade or calling. (This letter should be on letterhead and signed by a person authorised by the employer)

OR

**For a self-employed person:**  
I have provided a statutory declaration that details the type and scope of electrical work incidental to my trade or calling.

**4 Completion statement – from Supervising Registered Training Organisation (SRTO)**

**If you have not been issued with a completion statement from a SRTO then you will be issued with an electrical work training permit**

I have completed the required training under a SRTO and have confirmed with my SRTO that my completion statement has been forwarded to the department.

Name of SRTO \_\_\_\_\_ Where issued \_\_\_\_\_

Student number \_\_\_\_\_

**5 Resuscitation competence (CPR) – CPR certificate must have been issued within the last 12 months. CPR is not required for the issue of a training permit**

I am competent to carry out resuscitation Issue date of qualification/certificate/training \_\_\_\_\_

**6 Declaration by the applicant – un-witnessed statements will not be accepted by the department**

I \_\_\_\_\_ am the applicant.

I meet the requirements for an electrical work licence. If issued an electrical work licence I will continue to meet the eligibility requirements for an electrical work licence under the *Electrical Safety Regulation 2002*.

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 signature \_\_\_\_\_ Date \_\_\_\_\_

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.

**7 Lodging this form**

You may lodge your application by mail to:



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



## Guideline for a restricted electrical work licence/permit (other than apprentice)

This guideline is designed to assist with your application for:

- a restricted electrical work licence;
- additional units of competency on a current Queensland restricted electrical work licence;
- additional endorsements on a current Queensland restricted electrical work licence, or;
- an electrical work permit.

Use Form 10 Application for electrical work licence (apprentice) if you have completed an electrical apprenticeship, or an apprenticeship in refrigeration / air conditioning, instrumentation or electronics that includes units for disconnecting & reconnecting fixed wired electrical equipment and fault finding.

There are severe penalties under the *Electrical Safety Act 2002* for performing electrical work without an appropriate licence or permit.

An electrical work training permit allows a person to undertake training and gain the experience necessary to meet the eligibility requirements for an electrical work licence. Permit holders may be required to complete a structured, on-the-job training program coordinated by a supervising registered training organisation. Note, electrical apprentices, trainees or other students of electrical work supervised by teaching staff at an approved university, college or school are not required to hold an electrical work training permit to complete training.

To be accepted an application must include the completed form and the full fee. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that you meet the eligibility requirements for the licence or permit before submitting your application. An incorrect or incomplete application may be considered as withdrawn and the department will retain a portion of the application fee to offset processing costs.

### Do you hold or have you ever held a Queensland electrical work licence?

If you hold or have ever held a Queensland electrical work licence tick the “Yes” box, write your licence number in the space provided and complete the remainder of the form.

If you do not hold or have never held a Queensland electrical work licence tick the “No” box and complete the remainder of the form.

### Have you applied for and withdrawn a previous application, or been refused a Queensland electrical work licence

If you have ever applied for and withdrawn a previous application, or been refused a Queensland electrical work licence or training permit tick the “Yes” box and complete the remainder of the form.

If you have never applied for and withdrawn a previous application or been refused a Queensland electrical work licence or training permit tick the “No” box and complete the remainder of the form.

To Do

- Correct form used.
- Licence number provided if previously held Queensland licence.
- Information about any previous licence applications in Queensland provided.

### THE APPLICATION FORM

The application form must be the current version of the restricted electrical work licence/permit (other than apprentice) (form 21). See [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)

#### Section 1 — Applicant details

Provide your personal details in the space provided. Failure to provide all required information may lead to delays in processing your application.

To Do

- Personal details complete and current.

## Section 2 — Proof of identification

If you have previously held a Queensland electrical work licence or training permit then you do not need to complete this section. Make sure your licence or permit number is filled in on the top of page one and go to section 3.

If you have not previously held a Queensland electrical licence or training permit, proof of identification is required. Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. You do not need to send the documents with this application. Persons authorised to complete the proof of identity are listed below. The authorised person must print and sign their name, provide a contact phone number and write their occupation as selected from the list below:

- 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

- Check 100 points identification achieved.
- Proof of identification declaration signed by an authorised person.

Section 3 All applicants must complete **either** section three A and D, **or** section three B, C and D.

### Section 3 A— Interstate/New Zealand qualification

Section 38(4) of the *Electrical Safety Regulation 2002*

If you hold a current electrical work licence, permit, certificate or other authority issued by another Australian state or territory or New Zealand that is equivalent to the Queensland restricted electrical work licence you may apply for a Queensland licence on the basis of mutual recognition. Provide the licence/permit/certificate number, location of issue, expiry date and licence category in the space provided.

A completed mutual recognition statutory declaration and a verified or certified copy (see Section 7) of your current interstate licence, permit or other authority must be attached to the application. Both interstate and New Zealand mutual recognition statutory declarations are available on the Electrical Safety Office's website.

To Do

- Check licence details complete.
- Copy of licence/authority attached.
- Mutual recognition declaration attached.

### Section 3 B— Relevant qualifications

If you have a **current Queensland restricted electrical work licence and require additional units of competence or an additional endorsement** tick in the box and go to section 3C to demonstrate your calling. For example, if your current restricted licence covers units of competence 'faults are located and

rectified in equipment which is connected to single phase 250 volt supply' and you wish to extend this to 650 volts; or if your current restricted licence covers heaters and you wish to work on motors.

If you have a **current Queensland electrical work licence and require a restricted licence**. For example, if you currently hold a linesperson licence but require a restricted licence, tick the box and go to section 3C to demonstrate your calling.

If you **do not hold a current Queensland electrical licence and are seeking a restricted electrical work licence** tick the box and go to section 3C to demonstrate your calling.

### Section 3 C— Demonstrate your calling

You will need to demonstrate that you work in a calling or have completed appropriate training, i.e., in a trade, that requires the performance of electrical work. The following information will help you determine if you are eligible for a restricted electrical work licence.

Electrical work is the manufacture, construction, testing, maintenance, repair, alteration, removal or replacement of electrical equipment. Electrical equipment is any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire using or operated by electricity at a voltage greater than extra low voltage. You will only be eligible for a restricted electrical work licence if you are working in a trade or calling that legitimately requires the performance of electrical work. Mere convenience, expedience, financial advantage or other such advantages to a business or person are insufficient to demonstrate a requirement for a restricted electrical work licence.

For example, a mechanical fitter would be eligible for a restricted electrical work licence if in the course of their trade they need to realign a conveyor system which requires disconnecting and reconnecting electrical motor connections. A plumber would also be eligible for a restricted electrical work licence if in the course of their trade they are required to disconnect and reconnect hot water systems.

Trades and callings that are recognised as having a legitimate requirement to perform incidental electrical work include the following:

<ul style="list-style-type: none"><li>• Aircraft maintenance engineer</li><li>• Composite equipment service person</li><li>• Data communications technician</li><li>• Diesel fitter (in relation to electrical equipment coupled to engines)</li><li>• Earth moving equipment mechanical fitter</li><li>• Electric motor service person</li><li>• Electronic equipment service person</li><li>• Entertainment and servicing technician</li><li>• First class machinist</li><li>• Fitter and turner</li><li>• Gas fitter</li><li>• Injection moulding technician</li></ul>	<ul style="list-style-type: none"><li>• Instrumentation/process control technician</li><li>• Laboratory and scientific electrical equipment technician</li><li>• Marine mechanic</li><li>• Mechanical fitter</li><li>• Office equipment service person</li><li>• Photographic equipment service person</li><li>• Plumber and drainer</li><li>• Neon sign manufacturer</li><li>• Refrigeration and air-conditioning equipment service person</li><li>• Sewing machine technician</li><li>• Systems and instrument technician</li><li>• Telecommunication technician</li></ul>
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You can demonstrate your qualification by one of the following:

- **tradesperson's certificate** issued by Trades Recognition Australia (TRA) **or a certificate of proficiency** issued by a corresponding training department **in a calling**,
- **an Offshore Technical Skills Record issued by a recognised registered training organisation;**  
or
- **equivalent qualification in a calling**, or
- **at least 5 years experience in a calling.**

A **tradesperson's certificate** is issued by Trades Recognition Australia, the organisation responsible for evaluating electrical qualifications for permanent Australian residents who developed their skills through means other than an Australian apprenticeship. For example, applicants who obtained their qualifications overseas or in the Australian Defence Force may apply for a tradesperson's certificate. Trades Recognition Australia can be contacted at GPO Box 9879 Melbourne VIC 3001, telephone (03) 9954 2537.

A **certificate of proficiency** in a relevant trade or calling is issued by a department responsible for training in other states.

An offshore technical skills record is issued to persons who have successfully completed the trade skills assessment under the General Skilled Migration Program (GSM) for selected countries and trade occupations.

Tradesperson's certificates, certificates of proficiency and OTSRs are issued according to your trade training, for example, as an electrical fitter, fitter and first class machinist, fitter and turner, refrigeration mechanic or a ground engineer (radio). You must attach a verified or certified copy of your certificate to this application.

## OR

You may be recognised as having **equivalent qualification in a calling** that requires the performance of incidental electrical work. For example, a certificate II in electro technology (business equipment), course results or a current Queensland licence as a plumber, gas installer/ serviceman, an associate diploma in electrical/electronics or a qualified motor mechanic/ diesel fitter with evidence of 2 years cross training as a mechanical fitter.

You must attach a verified or certified copy of your equivalent qualification to this application.

## OR

You may submit evidence that you have completed **at least 5 years experience in a calling** that requires the performance of electrical work. Choose your calling from the list above and write it in the space provided. If you cannot demonstrate experience in one of the listed callings you may not be eligible for a restricted electrical work licence. In this case, you may wish to discuss options for an appropriate apprenticeship/traineeship with a registered training organisation.

You will need to supply evidence of your experience. Evidence should include qualifications, course certificates, statements from your employer or a statutory declaration from a self employed person outlining your 5 years experience in a calling.

If you can demonstrate that you have at least 5 years experience in a calling that requires the performance of electrical work but have not trained or have insufficient training in the performance of electrical work then you will be issued with an electrical work training permit and will be required to contact an SRTO to coordinate training to qualify for a licence.

## To Do

- Additional units of competence selected if applicable.**
- If tradesperson certificate or OTSR selected ensure verified or certified certificate is attached with application.**
- If equivalent qualification ensure verified or certified certificate attached with application.**
- If 5 years experience selected ensure evidence attached with application.**

## Section 3 D— Type and Scope of work

If you are an employee you should provide formal advice from your current employer of the details of the type and scope of electrical work incidental to your trade or calling. This letter should be on letterhead and signed by a person authorised by the employer.

If you are a self-employed person then you should provide a statutory declaration that details the type and scope of electrical work incidental to your trade or calling.

## Section 4 — Completion statement

If you have completed a course of training with a Supervising Registered Training Organisation (SRTTO) then you will need to confirm that your completion statement has been forwarded to the department before you submit your application. Provide the name, state of issue and your SRTTO registration number/student number in the space provided on the form. Failure to provide all required details may lead to delays in processing.

To Do

- Confirmed that your completion statement has been forwarded to the department.**

## Section 5 — Resuscitation

S.33(4) of the *Electrical Safety Regulation 2002*.

To be issued a licence you must have been trained in, and declared competent to carry out, resuscitation on an individual who has stopped breathing or is unconscious because of electric shock.

Exemptions for the resuscitation requirements may only be sought on medical grounds that expressly prevent the applicant from carrying out resuscitation, but do not otherwise affect the applicant's ability to perform electrical work under the licence. Also, exemptions may only be granted in particular circumstances, where it is reasonable to allow the applicant to carry out electrical work under the licence. Note that if an exemption is granted, the licence is subject to a condition (also printed on the licence) that the applicant must not act in a role for which it is a requirement that the applicant be competent in resuscitation, including as a safety observer.

You can make declaration of your competence on the application form by ticking the appropriate box and providing the issue date of your training certificate. Training certificates must be issued within the last 12 months and continue for a least one month after the restricted electrical licence application date.

You must have:

- a current statement or certificate of attainment, or
- a statement of attendance, or
- another equivalent document stating that you are competent in resuscitation.

Attach evidence of your competence to perform resuscitation to your application.

To Do

- Issue date entered.**  
 **Evidence of resuscitation competence attached to application.**

## Section 6 — 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.

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.**

## Section 7 — Lodging this form

Send the completed application form and required supporting documentation to the postal box address provided.

### Providing documentation

Documentation in support of your application, e.g. verified or certified copies of qualifications, should be sent with your application. If all supporting documentation is not received within 28 days of your application being submitted, you will be taken to have withdrawn your application. The department will retain a portion of the application fee to offset processing costs.

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](http://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 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 8 — Fee

The prescribed fee for applying for an electrical work licence is as per the application form. The term of the licence is 5 years. An application will not be accepted unless full payment is received. 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 the *Electrical Safety Regulation 2002* which can be located at the ESO website: [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

You can pay by cheque, money order or credit card. 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.

Please do not post cash in the mail.

To Do

Pay the full fee as per the application form

### APPLICATION CHECKLIST

- Licence/permit details provided where appropriate
- Personal details completed
- Contact and address details are correct
- 100 points achieved for proof of identity
- Declaration signed by nominated person
- If interstate or New Zealand applicant recognition declaration completed
- Evidence of Tradesperson certificate or other equivalent qualification, or 5 year experience where appropriate
- Employer letter or statutory declaration detailing scope of electrical work attached.
- Full fee is being sent in with application
- Declaration has been signed

## **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](http://www.electricalsafety.qld.gov.au)