



Application for High Risk Work Licence

Work Health and Safety Act 2011

This form is to be used to apply for a new, renewal, transfer from another state or territory or to add a class to a high risk work licence under the *Work Health and Safety Act 2011* (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accessCBR.

Privacy Notice

Your personal information is being collected by the Regulator under the *Work Health Safety Act 2011* for the purposes of processing this application and for use by Access Canberra in respect of other applications or dealings that you might have with it. Your personal information may also be used by Access Canberra, or given to other parties: where you have agreed to that; or where it is required or authorised by law, including under the *Information Privacy Act 2014*. You can get more information about Access Canberra's privacy policy which explains how it handles your personal information from <https://www.act.gov.au/ACPrivacy>.

Types of Applications – Tick One or More

- New licence
- Renew a licence
- Add a class
- Transfer a licence from another state or territory
- Replacement Card

Please Note: Each of the above transactions will incur a separate fee.

Applicant Details

Surname _____ Given Names _____

Date of Birth ____/____/____ ACT Drivers Licence Number _____

Residential Address _____

Suburb _____ State _____ Postcode _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Email _____

Mobile Number _____ Business Hours Number _____

Classes of High Risk Work

SCAFFOLDING WORK	<input type="checkbox"/> SB Basic Scaffolding
	<input type="checkbox"/> SI Intermediate Scaffolding (includes SB)
	<input type="checkbox"/> SA Advanced Scaffolding (includes SB and SI)
DOGGING AND RIGGING WORK	<input type="checkbox"/> DG Dogging
	<input type="checkbox"/> RB Basic Rigging (includes DG)
	<input type="checkbox"/> RI Intermediate Rigging (includes DG and RB)
	<input type="checkbox"/> RA Advanced Rigging (includes DG, RB and RI)
CRANE AND HOIST OPERATION	<input type="checkbox"/> CT Tower Crane
	<input type="checkbox"/> CS Self-erecting Tower Crane
	<input type="checkbox"/> CD Derrick Crane
	<input type="checkbox"/> CP Portal Boom Crane
	<input type="checkbox"/> CB Bridge and Gantry Crane
	<input type="checkbox"/> CV Vehicle Loading Crane
	<input type="checkbox"/> CN Non-slewing Mobile Crane
	<input type="checkbox"/> C2 Slewing Mobile Crane capacity up to 20 tonnes (includes CV and CN)
	<input type="checkbox"/> C6 Slewing Mobile Crane Capacity up to 60 tonnes (includes CV, CN and C2)
	<input type="checkbox"/> C1 Slewing Mobile Crane Capacity up to 100 tonnes (includes CV, CN, C2 and C6)
	<input type="checkbox"/> C0 Slewing Mobile Crane Capacity over 100 tonnes (includes CV, CN, C2, C6 and C1)
	<input type="checkbox"/> HM Materials Hoist
	<input type="checkbox"/> HP Personnel and Materials Hoist (includes HM)
	<input type="checkbox"/> WP Boom-type Elevating Work Platform
<input type="checkbox"/> PB Concrete Placing Boom	
REACH STACKERS	<input type="checkbox"/> RS Reach Stacker
FORKLIFT OPERATION	<input type="checkbox"/> LF Forklift Truck
	<input type="checkbox"/> LO Order-picking Forklift Truck
PRESSURE EQUIPMENT OPERATION	<input type="checkbox"/> BS Standard Boiler Operation
	<input type="checkbox"/> BA Advanced Boiler Operation (includes BS)
	<input type="checkbox"/> TO Turbine Operation
	<input type="checkbox"/> ES Reciprocating Steam Engine

Evidence of Qualifications For a New Licence or To Add a Class

Qualification:	Provide a copy of your course completion certificate for each class of High Risk Work licence class being applied for. The certificate must not be more than 60 days old.
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Evidence of High Risk Licence to be Transferred

Provide your current High Risk Work licence issued from another state or territory.

Access Canberra will contact the jurisdiction that issued the high risk work licence to verify details. Access Canberra may also seek additional information to establish your entitlement to hold a high risk work licence. You may be asked to provide this information yourself, or to authorise this office to make independent enquiries.

If your application is successful, you must hand in or destroy all existing licences in your possession that include the classes of work on your new licence upon being issued your new high risk work licence.

Eligibility

To be eligible for a high risk work licence you must be at least 18 years of age and provide satisfactory evidence of your identity.

Eligibility: Proof of Identity

Applicants who hold an ACT drivers licence need only provide this licence as full evidence of their identity.

For a renewal only you may supply your old High Risk Work licence as proof of identity otherwise you must provide with your application, at least three forms of identity from the list below, at least one form of identification must be primary proof of identity.

Primary proof of identity

- A photographic driver licence issued in Australia (current or expired up to two years).
- Full Australian birth certificate (not a commemorative certificate or an extract). If the certificate is not in the name currently used, appropriate linking documentation will be required.
- Australian passport (current or expired up to two years).
- Overseas passport (expired by up to two years if accompanied by a current Australian visa).
- Australian citizenship certificate or naturalisation certificate.
- Department of Immigration and Citizenship travel document (valid for up to five years after issue).
- Department of Immigration and Citizenship certificate of evidence of resident status.
- ACT Police officer photo-identity card.
- Australian proof of age card (includes New South Wales photo card) (current or expired up to two years).

Secondary Proof of Identity

- Current Medicare card.
- Current credit card or account card, with signature and embossed name from a bank, building society or credit union.
- Current student identity document (with photo and/or signature) issued by an educational institution.
- Current Centrelink or Department of Veterans Affairs concession card.
- Australian issued security guard/crowd controller licence (with photo).

- ACT working with vulnerable people registration card (current or expired up to two years).
- Australian-issued firearm licence (with photo).
- Current consular photograph identity card issued by the Department of Foreign Affairs and Trade.
- Current State, Territory, or Australian Government employee photo identity card.
- Australian Defence Force photo identity card (excluding civilians).
- ACT services access card issued by the ACT Government (for asylum seekers).

All supporting documentation must be original documents where relevant.

Eligibility: Residency

You must be a resident of the ACT, or can satisfy the Regulator that circumstances exist that justifies the issue of the licence in the ACT.

Do you reside in the ACT, or is your primary place of employment in the ACT?

Yes

No - Please provide a statement below identifying the circumstances that justify the licence being issued in the ACT. *If you require more space please use the back of the form.*

Please Note: If you tick No a licence may not be issued. For more information please phone 02 6207 8096 or email cwpl@act.gov.au

Details:

Licence Cancellation/Suspension/Refusal details

Have you:

1. ever been convicted or found guilty of an offence under the *Work Health and Safety Act 2011* or the *Work Health and Safety Regulation 2011* or under any equivalent law of another State, Territory or the Commonwealth?
2. entered into an enforceable undertaking under the *Work Health and Safety Act 2011* or under any equivalent law of another State, Territory or the Commonwealth?
3. held an equivalent high risk work licence under the *Work Health and Safety Act 2011* or under any equivalent law of another State, Territory or the Commonwealth?
4. been refused an equivalent licence under any equivalent law of another State, Territory or the Commonwealth?

Yes No If yes, please provide details below. Note you licence may not be issued on the day. *If you require more space please use the back of the form.*

Details:

If you have ever held an equivalent licence under any equivalent law of another State, Territory or the Commonwealth, describe any condition that was imposed on that licence, state whether or not that licence had been suspended or cancelled, and if so whether or not you had been disqualified from applying from any licence. Leave blank if not applicable.

If applicable please provide details below. *If you require more space please use the back of the form*

Details:

Declaration of Competency by Applicant (for renewal only)

I declare that I have maintained my competency to carry out the high risk work for the classes listed on my existing licence.

Yes

No – I understand that my licence may not be renewed until I provide an assessment certificate dated no more than 60 days from the date of application.

Signature:

Date: / /

Declaration by Applicant

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence. I consent to Access Canberra making enquiries and exchanging information with work health and safety regulators in other States, Territories or the Commonwealth regarding any matter relevant to this application.

Signature:

Date: / /

Payment Details, Lodgement and Contact Information

You are required to attend

Access Canberra Belconnen Service Centre

Swanson Plaza, Swanson Court, Belconnen ACT

Opening Hours: 9am and 5pm Monday to Friday (Excluding Public Holidays)

Payment may be made by EFTPOS, credit card (Visa/Mastercard only), cash or cheque.

Access Canberra Gungahlin Service Centre

Winyu House, 125 Gungahlin Place, Gungahlin ACT

Opening Hours: 8am and 6pm Monday to Friday (Excluding Public Holidays)

Payment may be made by EFTPOS or credit card (Visa/Mastercard only) payments ONLY.

Access Canberra Tuggeranong Service Centre

Homeworld Shopping Centre, Scollay Street, Tuggeranong ACT

Opening Hours: 8am and 5pm Monday to Friday (Excluding Public Holidays)

Payment may be made by EFTPOS, credit card (Visa/Mastercard only), cash or cheque.

Access Canberra Woden Service Centre

Level 3, Cosmopolitan Centre, (Woden Town Square Entrance), 21 Bowes Street, Woden ACT

Opening Hours: 9am and 5pm Monday to Friday (Excluding Public Holidays)

Payment may be made by EFTPOS or credit card (Visa/Mastercard only) payments ONLY.

Upon lodgement of your application you will be required to pay the relevant application fee/s.

The fees can be found on the Access Canberra Website at www.act.gov.au/accessCBR

This fee is **non-refundable**.

Further information relating to high risk work licences in the ACT, including forms and fees, can be found on the Access Canberra website at www.act.gov.au/accessCBR, by emailing cwpl@act.gov.au or by calling 02 6207 8096.