

NEW APPLICATION INFORMATION SHEET - NATIONAL LICENCE TO PERFORM HIGH RISK WORK

Who should read this?

Applicants who have undergone assessment for a new high risk work (HRW) licence class and have been issued with a Notice of Satisfactory (NSA) form.

A person is eligible to obtain a national licence to perform HRW when they have demonstrated competency in the safe performance of the relevant HRW licence class and has satisfactorily met the assessment requirements prescribed by SafeWork NSW.

This information sheet will assist you in completing your *Application for a national licence to perform high risk work - New application* form (catalogue no. SW08310) for the issue of a HRW licence or for an additional HRW licence class to be added to your existing HRW licence.

All new HRW licence cards issued have a five year expiry date. An applicant who is applying to have new HRW licence class(es) added to their existing licence, will be issued a licence for all HRW licence classes, keeping your existing licence number and expiry date.

Please allow at least four weeks from the time you lodge your application with Australia Post to receive your HRW licence. Further information about the application process can be found on the SafeWork NSW website at www.safework.nsw.gov.au or by calling 13 10 50.

Note: Performing work for which a HRW licence is required without a current and relevant licence is a serious matter. Penalties may apply under the WHS Regulation.

Privacy compliance statement

Information that you voluntarily provide in the *Application for a national licence to perform high risk work - new application* form (catalogue no. SW08310) is collected by SafeWork NSW to assess and process your application.

SafeWork NSW intends to use and disclose the information (including any personal information) you have provided in the following ways:

1. to exercise its functions under the *Work Health and Safety Act 2011*, including to administer, monitor and enforce compliance with that Act
2. to record your information on a licence register, parts of which will be published online
3. to disclose your information to other state, territory and the Commonwealth regulatory authorities
4. to educate about work health and safety and contribute to external research about work health and safety
5. as otherwise required or permitted by law, including for the purpose of prosecution.

SafeWork NSW has a Privacy Management Plan which provides more detailed information about who SafeWork NSW is, how to contact SafeWork NSW, and how SafeWork NSW manages personal and health information in line with NSW privacy laws. A copy of the Privacy Management Plan is available at www.safework.nsw.gov.au.

The Privacy Management Plan provides detailed information about how you may access or amend personal information held about you by SafeWork NSW.

HOW TO COMPLETE THE APPLICATION FORM

1. When completing the form, please use black ink and print within the boxes in **BLOCK LETTERS**, leaving spaces between words as shown below:

J O H N S M I T H

2. Use crosses in boxes marked with an **X**
3. If you make a mistake, obtain another form from your assessor or by calling 13 10 50. A white out product may be used on this form if it is applied evenly and without bumps. Ensure that the white out remains within the boundaries of each box (such as – the outline border of the box must remain visible).
4. Do not sign the form before lodging the form at Australia Post. You must read the declaration and then sign the application in front of an Australia Post customer service officer at the time of lodgement.

LODGING YOUR APPLICATION

Please note that you must apply in person within 60 days from the date of issue of your NSA.

You are able to lodge your application for a HRW licence at any participating Australia Post outlet within NSW or ACT.

The location of your nearest participating Australia Post outlet can be found by contacting Australia Post on 13 76 78 or through the Post Office Locator on the Australia Post website at www.auspost.com.au/pol/.

Note: You must select the filter by service Identity and document services – Licence to perform high risk work NSW (new and renewal).

The following checklist outlines what documents you need to take with you when lodging your application:

Application form

A completed, but **unsigned** *Application for a national licence to perform high risk work – New application* form (catalogue no. SW08310). If you have signed the application form, you will be asked to re-sign the form at time of lodgement.

NSA forms

The original (orange and white copy) of the NSA.

Evidence of identity (EOI)

Original EOI documents that add up to at least 100 points. A list of the acceptable documents and their allocated points can be found on [page 4](#) of this document. **Note: Certified copies will not be accepted.**

The combination of documents presented to the Australia Post customer service officer must include your:

- date of birth
- current NSW residential address
- photograph, and
- signature.

Generally, these documents would be the same that were provided to the assessor who conducted your assessment. If you do not have the required evidence of identity documents, your application will not be accepted.

Passport photograph

A quality and colour passport-size photograph is required. You must write your name and date of birth on the back of the photograph. Information on photo requirements can be found on [page 3](#) of this document. If your photograph does not meet the required quality, your application will not be accepted.

Current HRW licences

Any current NSW issued HRW licences that you hold so that they can be included on your new HRW licence.

If you have changed your name since receiving a previously issued HRW licence, and have not updated your details with SafeWork NSW, you must contact 13 10 50 prior to submitting your application through Australia Post. You must do this to ensure your new class/es will align with your existing HRW licence.

Payment

Application fees are per HRW class being applied for. Current fees can be located on the [licensing fee schedule](#) on the SafeWork NSW website. The fee can be paid by way of cash, EFTPOS, MasterCard or Visa. Applications paid by cheque will not be processed until funds have cleared. **Note: You will be responsible for any costs charged to SafeWork NSW as a result of funds not being available.**

PHOTO REQUIREMENTS

Your Australia Post outlet may be able to provide passport photo services.

Photographs must not be more than six months old and must meet the following standard. If your photograph does not meet these requirements, your application will not be accepted.

Size

- 45-50mm height and 35-40mm wide.
- Show head and top of shoulders close up, so the measurement of the face from the bottom of the chin to the crown (such as – top of head without hair) is between 32mm and 36mm.

Quality and style

- Print on high quality paper and use high resolution.
- Show natural skin tones and have appropriate brightness and contrast, no flash reflections and no red eye.
- Show you with a neutral expression and mouth closed.
- Have a plain, light coloured background (for example – white, cream or pale blue).
- Show you looking directly at the camera.
- Show you with no hair across your eyes.
- Show both edges of your face clearly.
- Not show you looking over one shoulder (portrait style) or with head tilted.
- Photograph cannot be manipulated (for example – by removing spots or softening lines).

Head coverings

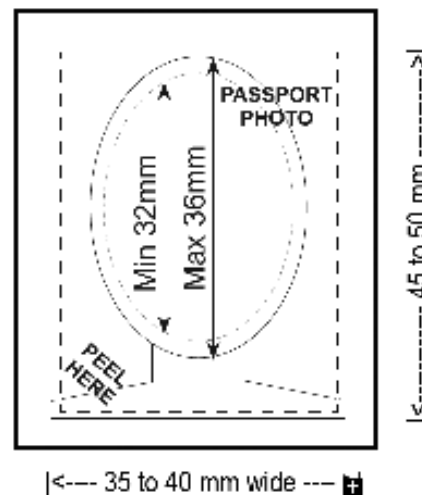
- Head coverings are not permitted except for religious reasons, in which case facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.
- No sunglasses or other headwear is permitted on top of your head.

Prescription glasses

- If you usually wear prescription glasses, you do not have to wear them for your passport photograph, but if you do, they must show your eyes clearly.
- No dark tinted lenses which restrict a clear view of your eyes.
- No flash reflections off the lenses.
- Frames should not cover any part of your eyes.
- Lighter framed glasses are preferable if you have them.

Important note

- Ensure that your photograph fits within the layout provided.
- Write your name and date of birth at the back of your photograph.
- Do not attach the photograph to the application form.
- The photograph must be attached by Australia Post staff only.



After you lodge your application

1. You will be given a transaction receipt from Australia Post. The application is GST exempt. Please retain the receipt as proof of lodgement.
2. You will be able to continue to use your existing licence until you receive your new HRW licence containing all your current SafeWork NSW issued HRW licence classes.
3. Provided you have lodged your application within 60 days of the NSA being issued and you are able to show the pink copy of your NSA, you will be able to perform the work in the class(es) you were successfully assessed until you have received your new HRW licence.
4. You should allow at least four weeks to receive your new HRW licence.

EVIDENCE OF IDENTITY REQUIREMENTS

Remember:

- The combination of documents presented to the Australia Post customer service officer must include your date of birth, current NSW residential address, photograph and signature.
- Documents provided must be original. Certified copies will not be accepted.
- You may only use one primary document.
- You do not have to provide a primary document, you may use a combination of secondary documents.
- If you provide more than one credit card, savings account card or statement, they must be from different financial institutions.
- If you provide more than one utility bill, they must be from different utility providers.
- All documents provided must contain your name in full, not just your initials.

Primary documents (Note: only one primary document can be provided)	Point value
<input type="checkbox"/> Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	70pts
<input type="checkbox"/> Passport – Australian or international (current or expired within last two years, but not cancelled)	70pts
<input type="checkbox"/> Australian citizenship certificate	70pts

Secondary documents

<input type="checkbox"/> Current Australian driver's licence	40pts
<input type="checkbox"/> Current Australian learner driver's licence/permit	40pts
<input type="checkbox"/> Current Australian boat operator's photo licence (Note: only the Personal Watercraft Licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable).	40pts
<input type="checkbox"/> Current NSW firearms photo licence	40pts
<input type="checkbox"/> Current Australian issued HRW photo licence	40pts
<input type="checkbox"/> Current state/territory proof of age or photo card (eg a NSW RTA issued photo card)	40pts
<input type="checkbox"/> Australian defence or Police photo ID card	40pts
<input type="checkbox"/> Department of Veterans Affairs card	25pts
<input type="checkbox"/> Current Centrelink card	25pts
<input type="checkbox"/> Property (council) rates notice	25pts
<input type="checkbox"/> Property lease agreement	25pts
<input type="checkbox"/> Home insurance papers	25pts
<input type="checkbox"/> Utility bills – eg water, electricity, gas	25pts
<input type="checkbox"/> Telephone account	25pts
<input type="checkbox"/> Current Medicare card	25pts
<input type="checkbox"/> Current motor vehicle registration or insurance papers	25pts
<input type="checkbox"/> Credit/savings cards/bank statements	25pts

Correctional facility

<input type="checkbox"/> Correctional centre inmate MIN photo card	40pts
<input type="checkbox"/> Letter of verification from the department of corrective services	25pts
<input type="checkbox"/> Correctional centre inmate MIN card	5pts

Note: Corrective services EOI documentation is only applicable to inmates of correctional facilities.

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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