Who should read this?

Persons with a current licence to perform high risk work (HRW) whose licence card is due to expire, or within 12 months of the expiry date.

A person is eligible to renew their HRW licence with SafeWork NSW upon completion of an Application for a national licence to perform high risk work – renewal application. In accordance with clause 104(1)(b), SafeWork NSW must be satisfied that all applicants reside in NSW. If you reside outside NSW circumstances must exist that justify the renewal of your licence in NSW.

Privacy compliance statement

Information that you voluntarily provide in the Application for a national licence to perform high risk work – renewal application form (catalogue no. SW08302) 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](http://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 do I lodge this application?

Complete the renewal application form and take it to an Australia Post outlet prior to the expiry date on your licence, or within 12 months of the expiry date. You will also need to take your:

- HRW licence
- evidence of your identity
- the application fee, as listed in the SafeWork NSW fees schedule available at the SafeWork NSW website.
- passport size/quality photograph.

You MUST apply in person at a participating Australia Post outlet

Photo licences provide assurance to your fellow workers and employers that you are qualified in all the licence categories listed on your licence. Your card will contain special security features including:

- a unique licence number
- watermark
- a five year expiry date.

The WHS Regulation provides for heavy penalties if work is done without a valid national licence to perform HRW.

Further information about the renewal process can be located at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) or by contacting 13 10 50.
RENEWAL APPLICATION INFORMATION SHEET – NATIONAL LICENCE TO PERFORM HIGH RISK WORK

HOW TO COMPLETE THE APPLICATION FORM

To complete the form you must:

• use BLOCK LETTERS
• leave spaces between words
• use crosses in boxes marked with an X
• use black pen only
• add any information that has not been pre-filled on the form.

A. DETAILS OF APPLICANT

<table>
<thead>
<tr>
<th>Current Name</th>
<th>Title</th>
<th>Family / Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M R</td>
<td>P E R S O N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given Name</th>
<th>Middle Name / Other Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex</th>
<th>Date of Birth</th>
<th>Daytime Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>02 08 1980</td>
<td>02 88 82 22 22</td>
</tr>
</tbody>
</table>

Email Address:

testperson@sampleco.com

B. CURRENT ADDRESS OF APPLICANT

Residential Address (must be a NSW address and NOT a PO Box)

<table>
<thead>
<tr>
<th>Unit Number / Street Number / Property Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE STREET</td>
<td>SAMPLEVILLE</td>
<td>NSW</td>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

Postal Address (if different from the above address)

<table>
<thead>
<tr>
<th>Unit Number / Street Number / Property Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE STREET</td>
<td>SAMPLEVILLE</td>
<td>NSW</td>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

Do not sign the renewal form until you are in front of an Australia Post Customer Service Officer.

Contact 13 10 50 before going to Australia Post if:

• you make a mistake on the form
• the details pre-printed on the form are incorrect
• you no longer live in NSW, or
• you have changed your name.

CHECKLIST – WHAT TO TAKE TO AUSTRALIA POST

Remember you must apply in person at a participating Australia Post outlet.

You will need to take your completed but unsigned application form as well as:

[] Original evidence of identity documents (certified copies cannot be accepted) totalling 100 points.
  The combination of documents must be from the list on page 4 of this document and show your date of birth, current NSW residential address, your signature and a photograph of yourself. If you are unable to satisfy the evidence of identity requirements your application will not be accepted.

[] A passport size and quality colour photograph of yourself. You must write your family/surname and date of birth on the back. If your photograph does not meet the photo quality requirements, your application will not be accepted. Photo requirements are on page 3 of this document. Your Australia Post outlet may be able to provide passport photo services.

| Application fee as listed in the SafeWork NSW fees schedule can be paid in cash, bank or business cheque, EFTPOS, MasterCard or Visa. No personal cheques accepted.

Note: A payment processing fee of 0.40% applies to MasterCard and Visa.

To avoid lengthy delays, you may be required to make an appointment with the Australia Post outlet. To check where your nearest participating Australia Post outlet is, call Australia Post on 13 76 78 or use the Post Office Locator at www.auspost.com.au/pol/app/
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
• 45–50 mm height and 35–40 mm 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 32 mm and 36 mm.

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
• You will be given a transaction receipt from Australia Post. The application is GST exempt. Please keep this receipt as proof of lodgement.
• If lodged prior to your expiry date you will be able to continue to use your existing licence until you receive your renewed photo licence.
• Contact SafeWork NSW on 13 10 50 if:
  – you have not received your licence after four weeks of lodgement
  – there is an error on the photo licence
  – you change your address or contact details.
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)

- Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages: 70pts
- Passport – Australian or international (current or expired within last two years, but not cancelled): 70pts
- Australian citizenship certificate: 70pts

Secondary documents

- Current Australian driver’s licence: 40pts
- Current Australian learner driver’s licence/permit: 40pts
- 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
- Current NSW firearms photo licence: 40pts
- Current Australian issued HRW photo licence: 40pts
- Current state/territory proof of age or photo card (eg a NSW RTA issued photo card): 40pts
- Australian defence or Police photo ID card: 40pts
- Department of Veterans Affairs card: 25pts
- Current Centrelink card: 25pts
- Property (council) rates notice: 25pts
- Property lease agreement: 25pts
- Home insurance papers: 25pts
- Utility bills – eg water, electricity, gas: 25pts
- Telephone account: 25pts
- Current Medicare card: 25pts
- Current motor vehicle registration or insurance papers: 25pts
- Credit/savings cards/bank statements: 25pts

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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Catalogue No. SW08314
SafeWork NSW, 92–100 Donnison Street,
Gosford, NSW 2250
Locked Bag 2906, Lisarow, NSW 2252
Customer Experience 13 10 50
Website www.safework.nsw.gov.au
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