

Application for a pest management or fumigation certificate of competency

Explanatory notes and form checklist

Important – Please read the following before completing and lodging your application:

Complete this form to apply for:

- Pest management technician certificate of competency
- Fumigator certificate of competency
- Renewal of a pest management technician certificate of competency
- Renewal of a fumigator certificate of competency
- Registration in an equivalent Australian interstate occupation in NSW (mutual recognition)

Fees (new applications and renewal of a certificate of competency) (non-refundable processing fees)

Refer to the [WorkCover NSW fees schedule \(catalogue no. WC01011\)](#) on the WorkCover website or call 13 10 50.

How to fill in this form

Please use **black** ink only. Where required, please mark box(es) with an

To assist in completing the application form, please read the evidence of training guidance: pest management and fumigation certificate of competency.

New applications (not mutual recognition)

You must be 18 years of age to apply for a new application. Please complete all sections except section 4 and provide two current passport photos.

Renewals

Please complete sections 1, 2, 5, 7, 8 and 9 (please complete section 3 where personal details have changed) and provide two current passport photos).

Registration in an equivalent Australian interstate occupation in NSW (mutual recognition)

Registration in an equivalent Australian interstate occupation in NSW 'registration' includes 'licence', 'permit' and 'certificate of competency'. You must complete sections 1, 2, 3, 4, 7, 8 and 9 and statutory declaration at the back of this form and provide two current passport photos.

Lodgement

Post: Licensing Solutions, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

In person at any WorkCover office.

Enquires – WorkCover NSW 13 10 50

Privacy compliance statement

Information provided in this form will not be used or disclosed except in accordance with the requirements of the Privacy and Personal Information Protection Act 1998 (PIIP Act) and/or Government Information (Public Access) Act 2009 (GIPA Act).

This information is collected by WorkCover for the purposes of undertaking the evaluation, assessment and processing of an application for a certificate of competency in pest management or fumigation as required by the WHS Act and MR Act, and for the purpose of ensuring compliance with that legislation.

WorkCover may also use this information for the purposes of confirming applicant details and to establish and maintain a database. The information may also be used to assist the WorkCover inspectorate with their work generally and may also be made available to other NSW state government agencies including the Department of Environment Climate Change and Water NSW and the Dust Diseases Board, other state or territory training authorities or the Commonwealth, state or territory work health safety regulatory authorities.

Except for the purpose of prosecution or the purposes referred to above and unless such disclosure is otherwise required or permitted by law the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual, except where the third party is contracted by WorkCover to print licence cards or certificates.

Applicants are able to gain access to personal information held by WorkCover pertaining to this application. You may also apply to WorkCover to access and correct any of your own personal information that WorkCover may hold if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252. This information is collected by WorkCover for the purposes of processing an application for a certificate of competency in pest management or fumigation.

1. TYPE OF APPLICATION (tick which box applies)

Please use black ink only. To indicate selection, where options are provided, please mark box(es) with an

- New application Renewal
 Registration in an equivalent Australian interstate occupation in NSW (mutual recognition)

Certificate number (if applicable) Expiry date (DD/MM/YYYY) State/Territory or Commonwealth of issue

Name on the certificate

Was your expiring certificate issued by the work health and safety regulator of another state or territory or the Commonwealth?

Yes. If yes please provide reasons for requesting the renewal in NSW. Please go to section 2. [Text input area]

2. TYPE OF CERTIFICATE OF COMPETENCY (tick which box applies)

- PMT – Pest management technician FUM – Fumigator

3. DETAILS OF THE APPLICANT

Title Family/Surname

Given name

Middle/Other name

Registered business (trading name) (if applicable)

ABN (if applicable)

Are there any special conditions, limitations or restrictions to which you are subject in carrying out this occupation(s) in any state or territory? If so, please provide full details.

Yes. If yes then please provide details below. No.

Do you suffer from any illness or incapacity which may affect your competency to do work related to this application?

Yes. If yes then please provide details below. No.

6. EVIDENCE OF TRAINING

An applicant must submit with their application the evidence of the successful completion of the Vocational Education and Training (VET) course for the certificate of competency sought. Refer to the *Evidence of training guidance pest management or fumigation certificate of competency* (catalogue no. WC03762) for more information.

I have attached a copy of my statement of attainment (STA) Other (please specify)

7. APPLICANT'S DECLARATION

I, (print name)

Declare and understand that:

- I am 18 years of age, or older.
- The information supplied in this application is true and correct to the best of my knowledge.
- I consent to the making of inquiries of, and the exchange of information with, the authorities of any state or territory regarding my activities in those occupations, and in other matters relevant to this notice.
- I have never entered into an enforceable undertaking under the WHS Act or under the work health and safety/occupational health and safety law of another state, territory or the Commonwealth.

I agree to my certificate details being published by WorkCover Yes No

Signature of applicant

Date (DD/MM/YYYY)

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8. PAYMENT OF FEE

Pay by cheque. Enclose a cheque made payable to WorkCover.

Pay by money order. Enclose a money order made payable to WorkCover.

Cash. Present this completed form in person to any WorkCover office and pay the cashier

Pay by credit card. Please charge \$ to my: MasterCard Visa

A payment processing fee applies to credit card payments (MasterCard and Visa 0.40%), plus applicable GST.

Card number

Card expiry date (MM/YYYY)

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Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)

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9. CHECKLIST TO SUBMIT YOUR APPLICATION

Attached Document

- The prescribed referred to in the [WorkCover NSW fees schedule \(catalogue no. WC01011\)](#) is enclosed with this application.
- The STA or qualification from an registered training organisation (RTO) is enclosed with this application (new applications only).
- I have attached two current passport photographs to this application.
- Complete statutory declaration (mutual recognition only).

10. LODGING YOUR APPLICATION AND SUPPORTING DOCUMENTS

Note: Applications for a new certificate, renewal of certificate or registration of an Australian interstate occupation (mutual recognition) must be lodged by post or at a WorkCover office (photographs cannot be faxed or emailed).

Complete the statutory declaration below (mutual recognition only) before lodging this application.

COMMONWEALTH OF AUSTRALIA – STATUTORY DECLARATION (*Statutory Declarations Act 1959 (SD Act)*)

1	<i>Insert the name, address and occupation of person making the declaration</i>	I, (insert name of person making the declaration here) <input style="width: 100%; height: 20px;" type="text"/>
2	<i>Matters declared</i>	<p>make the following declaration under the SD Act:</p> <p>² I am not subject to disciplinary proceedings in any state or territory (including any preliminary investigations or actions that might lead to disciplinary proceedings) in relation to the occupation or equivalent occupation. My registration in any state or territory is not cancelled or currently suspended as a result of disciplinary action.</p> <p>I am not currently prohibited from carrying out the occupation in any state or territory.</p> <p>I am not subject to any special conditions in carrying out the occupation, as a result of criminal, civil or disciplinary proceedings in any state or territory.</p> <p>I give consent to the making of enquiries, and the exchange of information with, the authorities of any state or territory regarding my activities in relation to the occupation(s) or otherwise regarding matters relevant to this application.</p> <p>Any supporting document is a complete and accurate copy of the original</p> <p>I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the SD Act, and I believe that the statements in this declaration are true in every particular.</p>
3	<i>Signature of person making the declaration</i>	<input style="width: 100%; height: 30px;" type="text"/>
4	<i>Place</i>	Declared at <input style="width: 150px;" type="text"/> on <input style="width: 100px;" type="text"/> of <input style="width: 150px;" type="text"/>
5	<i>Day</i>	
6	<i>Month and year where declaration is made</i>	
7	<i>Signature of person before whom the declaration is made (see below)</i>	Before me, <input style="width: 100%; height: 30px;" type="text"/>
8	<i>Full name, qualification and address of person before whom the declaration is made (in printed letters)</i>	<input style="width: 100%; height: 40px;" type="text"/>

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of four years – see section 11 of the SD Act.

Note 2: Chapter 2 of the criminal code applies to all offences against the SD Act – see section 5A of the SD Act.

A statutory declaration under the SD Act may be made before:

1. a person who is currently licensed or registered under a law to practise in one of the following occupations:
 - Chiropractor
 - Medical practitioner
 - Patent attorney
 - Psychologist
 - Dentist
 - Nurse
 - Pharmacist
 - Trade marks attorney
 - Legal practitioner
 - Optometrist
 - Physiotherapist
 - Veterinary surgeon
2. a person who is enrolled on the roll of the supreme court of a state or territory, or the high court of Australia, as a legal practitioner (however described), or
3. a person who is in the following list:
 - Agent of the Australian Postal corporation who is in charge of an office supplying postal services to the public
 - Australian Consular Officer or Australian Diplomatic officer (within the meaning of the *Consular Fees Act 1955* (CF Act))
 - Bailiff
 - Bank officer with five or more continuous years of service
 - Building society officer with five or more years of continuous service
 - Chief executive officer of a commonwealth court
 - Clerk of a court
 - Commissioner for Affidavits
 - Commissioner for Declarations
 - Credit union officer with five or more years of continuous service
 - Employee of the Australian Trade Commission who is:
 - a. in a country or place outside Australia, and
 - b. authorised under paragraph 3 (d) of the CF Act
 - c. exercising his or her function in that place
 - Employee of the Commonwealth who is:
 - a. in a country or place outside Australia, and
 - b. authorised under paragraph 3 (c) of the CF Act
 - c. exercising his or her function in that place
 - Fellow of the National Tax Accountants' Association
 - Finance company officer with five or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under subdivision C of division 1 of part IV of the *Marriage Act 1961* (Marriage Act)
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Australian Defence Force who is:
 - a. an officer, or
 - b. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* (DFD Act) with five or more years of continuous service, or
 - c. a warrant officer within the meaning of that Act
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Member of:
 - a. the parliament of the Commonwealth, or
 - b. the parliament of a state, or
 - c. a territory legislature, or
 - d. a local government authority of a state or territory
 - Minister of religion registered under subdivision A of division 1 of Part IV of the Marriage Act
 - Notary public
 - Permanent employee of the Australian Postal corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
 - Permanent employee of:
 - a. the Commonwealth or a Commonwealth authority, or
 - b. a state or territory or a state or territory authority, or
 - c. a local government authority, with five or more years of continuous service who is not specified in another item in this list
 - Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made
 - Police officer
 - Registrar, or Deputy Registrar, of a court
 - Senior Executive Service employee of:
 - a. the Commonwealth or a Commonwealth authority, or
 - b. a state or territory or a state or territory authority
 - Sheriff
 - Sheriff's officer
 - Teacher employed on a full-time basis at a school or tertiary education institution