

REPLACE A HIGH RISK WORK LICENCE OR GENERAL CONSTRUCTION INDUCTION CARD – APPLICATION

HRWGIT – R DECEMBER 2017

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

This form is to be used to apply for a replacement high risk work (HRW) licence or a general construction induction (GIT) card issued under the WHS Regulation that was lost, stolen, damaged or destroyed. You must describe how the HRW licence or GIT card was lost, stolen, damaged or destroyed. This form is also used to request a replacement HRW licence or GIT card that was not received or contains a printing error.

Return of a HRW licence or GIT card

Licences/cards which are damaged, contain a printing error or have been recovered (previously lost or stolen) must be returned to SafeWork NSW within seven days of receipt of the replacement to: Customer Experience, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

How to fill in this form

Please type directly into this form. When complete, save a copy before emailing or printing. If completing by hand, please print clearly and mark box(es) with a tick where required.

For assistance call 13 10 50

Fees

A separate replacement fee is payable for each replacement HRW licence or GIT card. If the licence or card was not received or contains a printing error, no fee is payable if this form is lodged within six months of the date of issue. Replacement fees are listed in the [SafeWork NSW fees schedule](#) on the SafeWork NSW website or call 13 10 50.

Lodgement instructions

Email: licensing@safework.nsw.gov.au
Post: SafeWork NSW, Customer Experience, Locked bag 2906, Lisarow NSW 2252.
Email or post the application – do not send more than once.

Privacy compliance statement

Information that you voluntarily provide in this form 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.

SECTION 1. TYPE OF CARD TO BE REPLACED

Please provide the licence number, if known.

HRW

Please provide the card number, if known.

GIT

SECTION 2. DETAILS OF THE LICENCE/CARD HOLDER

Title	STREET ADDRESS	
	Unit number/Street number/Property number (include Lot or DP number if applicable)	
Family/Surname	Street name	
Given name	Suburb	
Other names	State	Postcode
Date of birth (DD/MM/YYYY)		
	POSTAL ADDRESS	
Daytime contact number	Same as street address	
Mobile number	Unit number/Street number/Property number (include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)	
Email	Street name	
	Suburb	
	State	Postcode

SECTION 3. REASON FOR REPLACEMENT

Mark one box only.

Lost
 Stolen
 Damaged
 Destroyed
 Not received

Printing error (a copy of identification is required for cards with printing errors)

Describe how the HRW licence or GIT card was lost, stolen, damaged or destroyed.

SECTION 4. APPLICANT'S DECLARATION

I, _____ (print name)
 declare and understand that:

- the information supplied in this application is true and correct to the best of my knowledge
- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in that statement
- I consent to the making of inquiries of, and the exchange of information with, the authorities of any state or territory in matters relevant to this application.

Applicant's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and section 268 of the WHS Act to make a false or misleading statement in the form, heavy penalties apply.

SECTION 5. LODGEMENT FEES

A separate fee is payable to replace each card as outlined in the SafeWork NSW fees schedule (except where the licence or card was not received or has a printing error).

Pay by credit card. MasterCard Visa

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

Card number

Card expiry date (MM/YYYY)

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

Cardholder signature

Date (DD/MM/YYYY)