

Work Health and Safety Act 2011 (WHS Act) –
Work Health and Safety Regulation 2017 (WHS Regulation)

REPLACE A HIGH RISK WORK LICENCE, GENERAL CONSTRUCTION INDUCTION CARD OR TRAFFIC CONTROL TRAINING LICENCE – APPLICATION

HRWGITTCT – R FEBRUARY 2022

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

Return of a HRW licence, GIT card or TCT licence

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, GIT card or TCT licence.

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.

SECTION 1. TYPE OF CARD TO BE REPLACED

Please provide the licence number, if known.

HRW

GIT

Traffic controller

Implement traffic control plans

Prepare a work zone traffic management plan

SECTION 2. LICENCE/CARD HOLDER DETAILS

SECTION 2.1 LICENCE/CARD HOLDER CONTACT DETAILS

Title	Family/Surname	Date of birth (DD/MM/YYYY)	
Given name		Daytime contact number	Mobile number
Other names		Email	

SECTION 2.2 ADDRESS FOR LICENCE/CARD HOLDER

STREET ADDRESS (MUST NOT BE A PO BOX)	POSTAL ADDRESS	Same as street address
Unit number/Street number/Property number (include Lot or DP number if applicable)	Unit number/Street number/Property number (include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)	
Street name	Street name	
Suburb	Suburb	
State	Postcode	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, GIT card or TCT licence 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 fee must be paid on lodgement of the application form.

Refer to the SafeWork NSW fees schedule¹ available at www.safework.nsw.gov.au.

Pay by credit card or PayPal using the following link:

www.safework.nsw.gov.au/applicationpayments

STEP 1 – Click on the link or type the URL into your web browser

STEP 2 – Follow the instructions online to complete payment

STEP 3 – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application; not providing this information may result in delays in processing your application.

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

Privacy compliance statement

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by SafeWork NSW and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application to replace a high risk work licence, general constructions induction card or traffic control training licence to perform high risk work in accordance with the *Work Health and Safety Act* (2011) and ss 98, 184F and 321 of *Work Health and Safety Regulation* 2017.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

¹ <http://www.safework.nsw.gov.au/media/publications/licences-and-registrations/licensing-fees>

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#)² describes when this may occur. You can find this information and our [Privacy Management Plan](#)³ on our website.

Please see <https://www.safework.nsw.gov.au/about-us/privacy> for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy

2. <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-nsw-privacy-statement>

3. <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-privacy-management-plan>