

General Construction Induction Card OR Traffic Control Training Licence replacement application

Work Health and Safety Act 2011
Work Health and Safety Regulation 2025

This form is used to apply for a replacement general construction induction (GIT) or traffic control training licence (TCT) issued under the WHS Regulation. This form is to be used where a licence has a printing error, has not been received, or is lost, stolen, damaged or destroyed.

For SafeWork NSW to accept your application, the form must be completed correctly, and all supporting documentation must be included. Failure to do so will delay the processing of your application and /or result in your application being withdrawn.

Supporting documents

The applicant must provide:

- Completed application form
- Payment

Primary identification documents – only one can be used.

Australian birth certificate, citizenship certificate, Australian passport (passport must be current or expired within the last two years but not cancelled) or current foreign passport

Current driver licence issued under Australian law, which contains a photograph and signature

Current NSW Photo Card

Secondary identification documents

Current student card issued by a tertiary institution

Utility bill in applicant's name (council rates notice, water, power or phone account). Up to 12 months old

Current Medicare card

Credit or debit card, passbook or account statement from a financial institution. (Only one per financial institution can be counted). Up to 12 months old

Current NSW Firearms or Security Industry licence

How to fill in this form

Please print clearly using a blue or black pen and mark boxes with a tick where required.

For assistance call 13 10 50.

Fees

A fee is payable on lodgement of this application with Service NSW. Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au or call 13 10 50.

Credit card payments are available using MasterCard or Visa.

Privacy collection notice

Who we are

Your information is being collected and held by SafeWork NSW, the NSW Work Health and Safety Regulator. We give priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act).

Why we collect your personal information

The personal and health information contained in your application may be used for the following purposes:

- Determining and issuing you with a replacement licence in accordance with Part 184F and 321 of the *Work Health and Safety Regulation 2025* (NSW).
- Internal administrative purposes, including liaising with you in relation to your application, if necessary.
- Internal administration, including assessing and liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the *Work Health and Safety Act 2011* and Regulation 2025.
- 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.
- Other directly related purposes.

The kinds of information we collect

We collect the following kinds of personal information:

- Your full name, date of birth, contact details (including residential address, email address and phone/mobile numbers).
- Licence information and payment information.
- Proof of identity information, which may include your photo identity documents, such as a passport or drivers' licence, your Medicare card details and/or other proof of identity.
- A passport-sized image that will be used on your licence to verify your identity.
- Additional personal information if it is required to satisfy the eligibility requirements for the licence.

Failure to provide information

Your information is provided voluntarily, however, by law, if you are an individual applying for or renewing your licence, you are required to provide us with the information captured in this application. Failure to provide the relevant information will result in your application not being considered or renewed.

How we may use this information

We may use the personal and health information contained in your application for the purposes for which it was collected, including:

- Confirming your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW.
- Administration and updates to your licence, including sending you information that we consider important
- Notifying you about updates or changes to legislation that may impact your licence
- Sending reminders about safety requirements and obligations as per legislation
- Sending notifications, reminders and updates to you relating to your licence
- Some personal information will be recorded on a licence register as required by section 702B(1) of the *Work Health and Safety Regulation 2025*. Parts of this register information will be published on a public register as provided for by section 702B(6) of the *Work Health and Safety Regulation 2025*.

Who we may share your information with

If required, we may share your information with the following third parties:

- Other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes.
- Third-party service providers engaged by SafeWork NSW for the purpose of processing, printing and issuing your licence.

Some personal information will be recorded on a licence register as required by section 702B(1) of the *Work Health and Safety Regulation 2025*. Parts of this register information will be published on a [public register](#) as provided for by section 702B(6) of the *Work Health and Safety Regulation 2025*.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. For further information, please see our Privacy Statement -

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

Service NSW

Service NSW provides a digital front door, and your MyServiceNSW Account will be used to initiate this application and verify your identity.

Service NSW collects and uses your personal information to:

- Initiate the application using your MyServiceNSW Account details
- Verify your identity with the Document Verification Service
- Share details from your MyServiceNSW Account with SafeWork NSW.

Other information you provide through the application to demonstrate your eligibility for a licence or certificate will be collected and stored by SafeWork NSW only.

Service NSW, if requested by SafeWork NSW, may complete a photo capture for your licence and share this with SafeWork NSW. Service NSW will not store the image. Service NSW also maintains and uses your personal information for internal administrative purposes, including for the purposes of our interactions with you. For more information about how Service NSW handles personal information, please visit the Service NSW Privacy Statement. <https://www.service.nsw.gov.au/privacy-statement>

Digital NSW

We are partnered with Digital NSW (part of the Department of Customer Service) who assist us with our business operations by providing software and storing data on our behalf. Digital.NSW have a Privacy Statement which outlines how they look after this data.

Protecting your information

We will store, manage, and dispose of your information in accordance with the provisions of the PPIP Act and HRIP Act, and we will only keep information for as long as we need it to fulfil the purposes, we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

The information is disposed of securely, protected by taking reasonably necessary safeguards against any loss, unauthorised access, use, misuse, modification or disclosure and against all other misuse of information.

Please see our Privacy Management Plan:

www.safework.nsw.gov.au/about-us/privacy/safework-privacy-management-plan for more information about how we handle your personal information.

Your rights

Subject to certain conditions, you have the right to access or correct your personal information. In situations where your safety or wellbeing may be compromised, you may be able to request that your personal information be excluded from the public register. If you wish to invoke any of these rights in relation to this application, you can contact: licensing@safework.nsw.gov.au

Contact us

For further information:

- Website: www.safework.nsw.gov.au
- Email: licensing@safework.nsw.gov.au
- Call: 13 10 50

If you would like to make a privacy enquiry or complaint, you can contact us at: privacy@safework.nsw.gov.au

Section 1. Applicant details

Giving false or misleading information is a serious offence and under the *Crimes Act 1900* you could be fined or imprisoned for giving false or misleading information. Details must match what is on your current SafeWork NSW issued licence.

Title	Given Name/s	Date of Birth (DD/MM/YYYY)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Family/Surname		Daytime contact number	
<input type="text"/>		<input type="text"/>	
Residential address (must not be a PO box)		Postal address (if different to residential address & including postcode)	
Unit number/Street number/Property number (include lot or DP number if applicable)		Unit number/Street number/Property number (include lot or DP number if applicable)	
<input type="text"/>		<input type="text"/>	
Street name		Street name	
<input type="text"/>		<input type="text"/>	
Suburb		Suburb	
<input type="text"/>		<input type="text"/>	
State	Postcode	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address			
<input type="text"/>			

Section 2. Licence details and reason for replacement

Select the licence(s) to be replaced

- ☐ General Induction Training (GIT) ☐ Traffic Control Training (TCT)

GIT or TCT licence number (if known)

Select the reason for replacement, if the licence was lost, stolen, damaged or destroyed please detail how. If the licence was not received, provide date of original application. If there was a printing error, provide detail of the error.

Select reason	Provide detail
<input type="checkbox"/> Lost	<input type="text"/>
<input type="checkbox"/> Stolen	<input type="text"/>
<input type="checkbox"/> Damaged	<input type="text"/>
<input type="checkbox"/> Destroyed	<input type="text"/>
<input type="checkbox"/> Not received	<input type="text"/>

☐ Printing error

Section 4. Applicant Declaration

I declare:

- The details in this replacement application are true and correct.
- I have read the privacy collection notice and consent to SafeWork NSW using my information (including personal information) as outlined in that notice.

I acknowledge:

- Giving false or misleading information or documents is a serious offence and may result in penalties such as fines and imprisonment.
- SafeWork NSW may make enquiries and exchange information with state or territory government agencies and/or the Commonwealth regarding any matter relevant to this application or for compliance reasons.

Signature

Date

Service NSW office use only

Primary Document	Date of Expiry	Secondary Document	Date of Expiry

Checking officer

Signature

Date

Checking officer service centre location