

REPLACE A PLANT ITEM OR DESIGN REGISTRATION – APPLICATION

PLANT – R OCTOBER 2016

This form is to be used to apply for a replacement plant item registration document or plant design registration document issued by SafeWork NSW (the Regulator) that was lost, stolen, damaged or destroyed. This form is also used to request a replacement plant item or design registration document that was not received or contains a printing error.

How to fill in this form

Please type directly into the 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

Return of registration documents

Recovered (subsequent to the document being lost or stolen) or damaged documents and those with printing errors 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.

Fees

Refer to the [SafeWork NSW fees schedule](#) available at www.safework.nsw.gov.au or contact Customer Experience on 13 10 50. If more than one item/design registration document is required please pay the applicable fee for each document.

Lodgement instructions

Email (preferred): licensing@safework.nsw.gov.au

Post: Customer Experience, SafeWork NSW
Locked Bag 2906, Lisarow, NSW 2252.

Email or post the application – do not send more than once.

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* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by the Regulator for the purposes of evaluation, assessment and processing of an application for a replacement plant registration document as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

The Regulator may use this information for the purposes of confirming applicant details in the event the replacement registration is applied for and it may be used to establish and maintain an external database. The information may also be used to assist the Regulator and its inspectorate with their work generally and may also be made available to other NSW state government agencies, 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 or body corporate without the consent of that individual or body corporate.

Applicants are able to gain access to personal information held by the Regulator pertaining to this application. You may also apply to the Regulator to access and correct any of your own personal information if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 1. REGISTRATION DETAILS

SECTION 1.1 REGISTRATION NUMBER

Please provide the registration number, if known.

Plant item registration number

Plant design registration number

SECTION 1.2 PLANT ITEM OR DESIGN SPECIFICATIONS

If the registration number is not known, please provide sufficient details to identify the plant registration.

Type of plant

Model number

Manufacturer

Serial number

Working location

Other identifying information

SECTION 2. REGISTRATION HOLDER DETAILS

A letter of authorisation from the owner of the plant item(s) or design must be attached to this application.

Are you the owner of the registered plant?

Yes

No

SECTION 2.1 INDIVIDUAL APPLICANT OR CONTACT PERSON FOR A CORPORATION

Title

Other names

Family/Surname

Daytime contact number

Given name

Mobile number

Email

SECTION 2.2 CORPORATION DETAILS (IF APPLICABLE)

Registered name

Registered business (trading) name (if applicable)

ABN (for Australian businesses only)

Section 2 continued over...

SECTION 2.3 CHANGE OF ADDRESS

If you have changed your address since your last registration application and haven't notified SafeWork NSW, please supply your new details below. Corporations to provide their registered business address. Individuals to provide their address.

STREET ADDRESS (MUST NOT BE A PO BOX)

Building name

Unit number/Street number/Property number
(include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

POSTAL ADDRESS

Same as street address

Unit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Suburb

State

Postcode

SECTION 3. REASON FOR REPLACEMENT

Mark one box only.

Lost

Stolen

Damaged

Destroyed

Not received

Printing error

Describe how the plant registration document was lost, stolen, damaged, destroyed or provide details of the printing error.

SECTION 4. APPLICANT'S DECLARATION

I, _____ (print name)

declare and understand that:

- I have the authority on behalf of the registered owner (if applicable) to lodge this application
- the information supplied in this application is true and correct in every particular
- 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* 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 schedule](http://www.safework.nsw.gov.au) available at www.safework.nsw.gov.au.

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

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

Card number

Card expiry date (MM/YYYY)

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

Cardholder signature

Date (DD/MM/YYYY)