

# REGISTRATION OF AN ITEM OF PLANT – APPLICATION

PIR JANUARY 2016

Use this form for initial plant item registration or where there is an alteration to the item of plant. An alteration requires the re-registration of the item of plant. Alteration does not include routine maintenance, repair or replacement (eg painting, changing design of controls or gauges equivalent to the original specifications or changing components equivalent to the original design).

The following items of plant, listed in the table of section 113 of the Occupational Health and Safety Regulation 2001 (OHS Regulation), require registration:

- Boilers categorised as being of hazard level A, B or C according to the criteria in AS 4343.
- Pressure vessels categorised as being of hazard level A, B or C according to the criteria in AS 4343-1999 except the following:
  - LP gas fuel vessels for automotive use covered by AS/NZS 3509:1996
  - Serially produced pressure vessels covered by AS 2971-1987
  - Pressure vessels that do not require periodic internal inspection in accordance with the criteria in table 4.1 in AS/NZS 3788:1996
- Lifts (including escalators and moving walkways) as defined in AS 1735 parts 1 to 17 (as listed in schedule 1 of the OHS Regulation).
- Amusement devices (other than coin operated amusement devices) that are, or may be, operated otherwise than by manual power.
- Tower cranes.
- Building maintenance units.
- Concrete placing units (truck mounted with boom).
- Mobile cranes with a safe working load greater than 10 tonnes.

## 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**

## Renewals

SafeWork NSW (the Regulator) will send a renewal of item registration notice two months prior to the plant's registration expiry.

## Fees

A fee is required for the registration of each item of plant. If you are registering more than one item of the same type of plant and the following conditions are met, a discounted fee applies to the second and each subsequent registration of the same type of plant.

- Applications are submitted at the same time.
- All the plant have the same owner/lessee.
- All the plant are installed in the same location or stored/maintained at the same location.
- Private lifts (single dwelling) do NOT attract a fee.

Refer to the [SafeWork NSW fees schedule](#) or call 13 10 50.

## Lodgement instructions

**Email (preferred):** [licensing@safework.nsw.gov.au](mailto:licensing@safework.nsw.gov.au)

**Post:** SafeWork NSW – Locked Bag 2906, Lisarow, NSW 2252.

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

## Privacy compliance statement

This information is collected by the Regulator for the purposes of undertaking the evaluation, assessment and processing of an application for the registration of an item of Plant, as required by the OHS Act and OHS Regulation.

The Regulator may also use this information for the purposes of confirming applicant details and it may also be used to establish and maintain an external database and to assist the Regulator and its inspectorate with their work generally. This information may also be made available to other state or territory or the Commonwealth regulatory agencies including NSW Department of Industry Skills and Regional Development.

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

## SECTION 1. REGISTRATION TYPE

**Registration type** (mark one box only)

New registration          Registration due to design alteration

Provide the initial item registration number

## SECTION 2. APPLICANT DETAILS

An application can be made by a person who has control of the plant, can identify the plant and state that the plant has been inspected by a competent person and is safe to operate, usually this is the owner or lessee.

### SECTION 2.1 INDIVIDUAL OR CONTACT PERSON FOR A CORPORATION

Title          Family/Surname          Daytime contact number

Given name          Mobile number

Other names          Email

### SECTION 2.2 CORPORATION DETAILS (IF APPLICABLE)

Registered name          Registered business (trading) name (if applicable)

ABN

### SECTION 2.3 STREET ADDRESS FOR AN INDIVIDUAL OR REGISTERED BUSINESS ADDRESS OF A BODY CORPORATE

**STREET ADDRESS** (MUST NOT BE A PO BOX)

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. LOCATION OF THE PLANT

For fixed plant provide the working location of the item of plant.

For mobile plant, provide the location where the plant is inspected and/or stored.

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

Suburb

Street name

State

Postcode

The two following questions are not required to be answered for registration of an amusement device.

Is this a coal workplace?

Yes

No

Is this a mining workplace?

Yes

No

### SECTION 3.1 LOCATION TYPE FOR REGISTRATION OF LIFT, ESCALATOR OR MOVING WALK ONLY

Installed in a location accessible to the public (eg shopping centre, office building, club or school)

Single dwelling (eg private residence)

Services more than one dwelling (eg block of units)

### SECTION 3.2 PREVIOUS LIFT REGISTRATION NUMBER (IF APPLICABLE)

Registration number

## SECTION 4. RELATED DESIGN REGISTRATION NUMBER

- If a design is registered in another state or territory, please attach a copy of the certificate of registration.

Date of manufacture (MM/YYYY)

Is the plant designed before the following dates?

- 1 September 2001 for plant not located in a coal or mining workplace **OR**
- 23 December 2006 for plant located in a coal workplace **OR**
- 1 September 2008 for plant located in a mining workplace

Yes. Please go to section 5.

No. Provide the design registration number.

Registration number

State of registration

## SECTION 5. PLANT DETAILS

Manufacturer

Lift/escalator or moving walk identification number  
at the site (eg Lift No. 1)

Model number (not required for amusement devices)

Boom serial number (if applicable)

Serial number or contract number (strike out  
whichever is not applicable) **Note:** lifts/escalators/  
moving walks may have a contract number

Unique identification number (if no serial number  
provided)

## SECTION 6. PLANT TYPE

Plant for which registration is sought

Mark one box only.

Boilers categorised as being of hazard level A, B or C according to the criteria in AS 4343-1999.

**Please go to section 6.1**

Pressure vessels categorised as being of hazard level A, B or C according to the criteria in AS 4343-1999.

**Please go to section 6.2**

Lifts as defined in AS 1735 Parts 1 to 17. **Please go to section 6.3**

Escalators or/moving walkway as defined in AS 1735 Parts 1 to 17. **Please go to section 6.4**

Amusement devices (other than coin operated amusement devices) that are, or may be, operated otherwise than by manual power. **Please go to section 6.5**

Tower cranes. **Please go to section 6.6**

Building maintenance units. **Please go to section 6.7**

Concrete placing units (truck mounted with boom). **Please go to section 6.8**

Mobile cranes with a safe working load greater than 10 tonnes. **Please go to section 6.9**

### SECTION 6.1 ADDITIONAL INFORMATION FOR BOILER

Hazard level according to AS 4343 (mark one box only)

A          B          C

Volume

Design pressure (minimum and maximum)

Output (mark one box only)

L

kPa

kPa

Kw

Mw

**Type of boiler** (mark one box only)

Water tube

Fire tube

Electric

Steam generator (coil type)

Vertical tubeless

Other (please describe)

**Attendance category according to AS2593** (mark one box only)

Attended operation

Limited attendance operation

Unattended operation

**Boiler product** (mark one box only)

Steam

Hot water (ie water over 100 degrees celcius)

Other (please describe)

Please go to section 7.

**SECTION 6.2 ADDITIONAL INFORMATION FOR PRESSURE VESSELS**

The following pressure equipment do not require item registration:

- Gas cylinders with a water capacity of 3000 kg or less.
- LP gas fuel vessels for automotive use covered by AS 3509.
- Serially produced pressure vessels covered by AS 2971.
- Pressure vessels that do not require periodic internal inspection in accordance with AS/NZ 3788.

**Chambers**

If there are more than two chambers, please provide details for additional chambers on a separate sheet and write total number of chambers here

**CHAMBER 1**

Hazard level (refer AS 4343) (mark one box only)

A B C

Volume

L

Design pressure (minimum and maximum)

kPa

kPa

Design temperature

°C

**For pressure vessels subject to pressure and vacuum**

Vacuum

(gauge) kPa

**Fluid type** (mark one box only)

Lethal

Very harmful

Harmful

Non-harmful

**Phase (refer to AS 4343 section 3.C)**

(mark one box only)

Liquid

Gas

**Type of vessel**

**Pressure vessel** (mark one box only)

Air receiver

Buried or mounded vessel

Auxiliary vessel

Vessel (other than steam-heated) with quick actuating closures

Water heater

Refrigeration and air-conditioning vessel

Process vessel

Static storage (non-corrosive)

Static storage (corrosive)

Static storage low temperature (less than -10°C)

Vacuum vessel

Fixed heater or convection bank

Other (please describe)

**Steam vessel** (mark one box only)

Steam jacketed vessel

Steam vessel with quick actuating closures

De-aerator

Other (please describe)

*Section 6.2 continued over...*

**Transportable pressure vessel** (mark one box only)

- Bulk (LPG, ammonia) carbon steel construction      Low temperature (less than -10°C)  
 Powder discharge - aluminium construction      Powder discharge - carbon steel construction  
 Bulk (LPG, ammonia) quenched and tempered steel construction  
 Other (please describe)

Please go to section 7.

**SECTION 6.3 ADDITIONAL INFORMATION FOR LIFT****Type of lift** (mark one box only)

- Goods      Passenger      Service      Stairway      Inclined      Platform      Goods/passenger

AS 1735.14: *Person with limited mobility - restricted use - low rise platform*

AS 1735.15: *Person with limited mobility - restricted use - non-automatic*

AS 1735.16: *Person with limited mobility - restricted use - automatically controlled*

AS 1735.18: *Private residency - automatically controlled*

Builders lift - estimated completion date

(MM/YYYY)

Refer to the bottom of page 6 of this application form for criteria to be met before registration.

Other (please describe)

**Drive type** (mark one box only)

- Hydraulic      Electric      Electric/hydraulic      Pneumatic      Water

**Control type** (mark one box only)

- Automatic      Non-automatic

**Suspension type** (mark one box only)

- Traction      Screw      Drum      Direct acting hydraulic      Chain suspended  
 Rack and pinion      Rope suspended

**Carriage type** (mark one box only)

- Chair      Platform      Car

Maximum rated capacity (or safe working load)

kg

Maximum speed

Travel

Number of passengers

m/s

m

Please go to section 7.

**Builders lifts - requirements for item registration**

1. The lift must be design-registered with SafeWork NSW in accordance with the requirements of the WHS Regulation.
2. The lift must be assessed and certified as being safe to use by a competent person.
3. Access to the lift machine room/space and landings served by the lift do not have to be fully completed but must be accessible and safe for use.
4. Access lighting must be provided to all work areas associated with the lift installation.
5. The lift mains must be completed from lift machine room/space to main switch room but the supply may be temporary.

6. The lift machine room/space ventilation must be finished but not necessarily operational.
7. The lift machine room/space lighting must be completed.
8. The fire sprinklers must be completed but not necessarily operational.
9. All building work in the lift machine room/space must be completed unless the lift is separately and completely screened from all other areas of the machine room.
10. The lift well and pits must be completed.
11. The lift car may have temporary walls or shell.
12. The control system must be modified to ensure the lift cannot run on automatic.
13. Lifts registered with conditions as a lift for the conveyance of either materials or personnel and materials (ie a 'builders lift') must be appropriately designated and identified for that purpose and must be operated by an operator holding the appropriate high risk work licence.
14. Where construction work - including refurbishment - is being carried out in a building that is partially occupied, all lifts used for access to the construction or refurbishment areas must be isolated from use by the general public and means enforced to prevent their inappropriate use.
15. Communication must be provided between the lift car and each landing served by the lift.
16. With the exception of the above items, the lift must be fully compliant with the registered design.
17. The time frame for a lift to be re-registered as a lift 'without conditions' and compliance with the design registration details must be determined at the time of item registration as a 'lift with conditions'.
18. SafeWork NSW must be notified when the lift has been completed and complies with its design.
19. SafeWork NSW must be notified when the ownership of the lift is transferred and be supplied with the full name and address of the new owners, where these details are known.

#### SECTION 6.4 ADDITIONAL INFORMATION FOR ESCALATOR OR MOVING WALK (MARK ONE BOX ONLY)

Escalator	Moving walk		
Maximum travel	Maximum width	Maximum speed	Maximum number passengers per hour
	m	m/s	
Maximum angle of incline			
	degrees		

Please go to section 7.

#### SECTION 6.5 ADDITIONAL INFORMATION FOR AMUSEMENT DEVICES

Type of device (eg merry go round) Date of manufacture (MM/YYYY)

Name of device Mark one box only  
Fixed      Mobile

##### Type of passenger support (mark one box only)

Cabin/chair lift      Rope tow      Seat      Standing platform      Suspended      Slide

Number of supports or units Maximum number of persons

Number of persons per support: Adults Children (if different to adults)

Minimum age Minimum height  
 years (if applicable) cm (if applicable)

##### Operating power (mark one box only)

Battery      Electric      Electric - hydraulic      Petrol      Diesel  
 Other (please describe)

Section 6.5 continued over...





I, \_\_\_\_\_ (print name)  
 certify that (please mark as appropriate):

I have inspected the device assembled and in operation without passengers.

In my opinion, the device is mechanically and structurally capable of, under the conditions of use specified in this application, safely supporting at any one time the maximum number of persons or the maximum load to be supported, as stated in this application.

The design and manufacture of the device is in accordance with Australian Standard AS 3533 Part 1 - 2009 and, if a passenger ropeway or conveyor, AS 4722-2009, which specifies compliance with the Canadian Standard CAN/CSA-Z98-07 and Australian variations.

I have checked that all necessary maintenance and repairs to the amusement device have been carried out during the previous 12 months and that details of the maintenance and repairs have been recorded in the logbook for the amusement device.

The operating and maintenance manuals for the amusement device are present with the device.

Engineer's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and section 268 of the *Work Health and Safety Act 2011* (WHS Act) to make a false or misleading statement in the form, heavy penalties apply.

#### SECTION 6.5.2 ELECTRICAL CERTIFICATE (FOR ITEM REGISTRATION OF AN AMUSEMENT DEVICE ONLY)

The inspection must be made within three months of the date of this application. For class 4 and 5 amusement devices, a qualified electrical engineer must inspect for item registration. A qualified electrical engineer or, subject to the conditions in the Position Paper - Amusement device registration electrical certificates, an electrician or electrical contractor can inspect class 1 to 3 amusement devices for item registration and all classes of amusement devices for renewals.

#### Registration type (mark one box only)

New registration      Existing registration. Please provide the registration number.

Provide the initial item registration number

Name of the device

Date of inspection (DD/MM/YYYY)      Serial number

#### INSPECTED AT (LOCATION)

Name of grounds/shopping centre (if applicable)

Suburb

State

Postcode

#### INSPECTING PERSON'S DETAILS

Title      Family/Surname

Daytime contact number      Mobile number

Given name

Email

Date of birth (DD/MM/YYYY)

IEAUST membership number or electrician or electrical contractor number

*Section 6.5.2 continued over...*

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

Suburb

Street name

State

Postcode

I,

(print name)

certify that (mark one box only):

The device was manufactured before 05/12/1997 and complies with the provisions of AS 3000 (Part 1), AS 3002 and AS 3533 that were relevant to the electrical installation at date of manufacture.

The device was manufactured on or after 5/12/1997 and complies with the provisions of AS 3533.1 - 1997 that are relevant to the electrical installation, or the device is a passenger ropeway and additionally meets AS 3533.1 - 1997 Clause 5.2, which specifies compliance with the Canadian Standard CAN/CSA-Z98-M96, Passenger Ropeways or AS 4722 for ropeways manufactured after 2009

Inspecting person's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and section 268 of the *Work Health and Safety Act 2011* (WHS Act) to make a false or misleading statement in the form, heavy penalties apply.

#### SECTION 6.6 ADDITIONAL INFORMATION FOR TOWER CRANE

If the tower crane is being item registered to a worksite, you are required to submit a letter from your structural engineer stating that the Crane's foundation is designed in accordance with AS 1418.4: *Cranes hoist and winches, Part 4: Tower Cranes clause 2.4.5 Footings and foundations*. This letter should state the following: 'The footings and foundations have been designed in accordance with the relevant Australian Standards and with regard to the results of a report on geotechnical conditions specific to the location of the installation'.

I have attached a letter from the structural engineer regarding the tower cranes foundations.

**Luffing drive** (mark one box only)

Luffing      Non-luffing      Self-erecting

Maximum rated capacity

t

Please go to section 7.

#### SECTION 6.7 ADDITIONAL INFORMATION FOR BUILDING MAINTENANCE UNIT

Maximum rated capacity      Maximum working height

kg

m

Please go to section 7.

#### SECTION 6.8 ADDITIONAL INFORMATION FOR CONCRETE PLACEMENT UNITS (TRUCK MOUNTED WITH BOOM)

Maximum height of reach      Maximum radius of reach

m

m

Please go to section 7.

**SECTION 6.9 ADDITIONAL INFORMATION FOR MOBILE CRANE WITH SAFE WORKING LOAD GREATER THAN 10 TONNES****Slewing type** (mark one box only)

Slewing          Non-slewing

**Crane mount** (mark one box only)

Truck (includes truck-mounted and truck-based mobile cranes)

Self propelled (includes rough terrain mobile cranes)

Crawler (includes mobile cranes on a crawler base)

Other (all other mobile cranes with rated capacity greater than 10 tonnes including vehicle loading cranes)  
please describe

Please go to section 7.

**SECTION 7. APPLICANT'S DECLARATION**

I, \_\_\_\_\_ (print name)

declare that the details within this application are true and correct to the best of my knowledge and belief and the item of plant has been inspected by a competent person and is safe to operate. If the plant is a boiler or pressure vessel, it has been inspected in accordance with AS 3788.

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.**SECTION 8. 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](http://www.safework.nsw.gov.au).

Pay by cheque. Enclose a cheque made payable to SafeWork NSW.

Pay by money order. Enclose a money order made payable to SafeWork NSW.

Pay by credit card. Please charge \$ \_\_\_\_\_ to my:    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)

## SECTION 9. CHECKLIST TO SUBMIT YOUR APPLICATION

All parts of section 2 have been completed.

If plant is design registered in another state, submission with this application of a copy of the design registration document.

If an amusement device is being registered, the submission with the application of two clear photographs (not less than 90mm x 70mm) of the erected amusement device taken from different angles.

If an amusement device is being registered, complete sections 6.5, 6.5.1 and 6.5.2.

If a tower crane is being registered to a work site, the submission with this application of a letter from a structural engineer regarding the tower cranes foundations.

A fee is submitted with the application.