

REPLACE A PLANT ITEM OR DESIGN REGISTRATION – APPLICATION

PLANT – R FEBRUARY 2022

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

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 2.3 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 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 apply for a replacement plant item registration document or plant design registration document in accordance with the *Work Health and Safety Act (2011)* and s 288 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.

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.

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 Statement¹](#) describes when this may occur. You can find this information and our [Privacy Management Plan²](#) 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

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

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