

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

HRWGITTCT - R AUGUST 2018

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.

Privacy compliance statement

Information that you voluntarily provide in this form is collected by SafeWork NSW to assess and process your application.

SafeWork NSW intends to use and disclose the information (including any personal information) you have provided in the following ways:

1. to exercise its functions under the WHS Act, including to administer, monitor and enforce compliance with that Act
2. to record your information on a licence register, parts of which will be published online
3. to disclose your information to other state, territory and the Commonwealth regulatory authorities
4. to educate about work health and safety and contribute to external research about work health and safety
5. as otherwise required or permitted by law, including for the purpose of prosecution

SafeWork NSW has a Privacy Management Plan which provides more detailed information about who SafeWork NSW is, how to contact SafeWork NSW, and how SafeWork NSW manages personal and health information in line with NSW privacy laws. A copy of the Privacy Management Plan is available at www.safework.nsw.gov.au.

The Privacy Management Plan provides detailed information about how you may access or amend personal information held about you by SafeWork NSW.

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)

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

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

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