

# REPLACE A GENERAL CONSTRUCTION INDUCTION CARD OR TRAFFIC CONTROL TRAINING LICENCE – APPLICATION

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2017*

**Important – Please read the following before completing and lodging your application:**

This form is to be used to apply for a replacement 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 GIT card or TCT licence was lost, stolen, damaged or destroyed. This form is also used to request a GIT card or TCT licence that was not received or contains a printing error.

**Return of a 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 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 GIT card or TCT licence.

Replacement fees are listed in the [SafeWork NSW fees schedule](#) on the SafeWork NSW website or call 13 10 50

## **Lodgement instructions**

Over the counter at a Service NSW Service Centre

Section 1. Type of card to be replaced

Please provide the licence number, if known

<input type="checkbox"/>	CIC (Construction Induction Card)	<input type="text"/>
<input type="checkbox"/>	Traffic Control Training	<input type="text"/>

Section 2. 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.

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 3. Reason for replacement

☐ Lost

☐ Destroyed

☐ Stolen

☐ Not received

☐ Printing Error

Describe how the GIT card or TCT licence was lost, stolen, damaged or destroyed

Section 4. Applicant Declaration

Giving false or misleading information is a serious offence. The details you provide in this application must be true and correct. Under the *Crimes Act 1900*, you could be fined or imprisoned for giving false or misleading information or documents.

- I declare and understand that:
- The details in this application are, to the best of my knowledge, true and correct.
  - 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.
  - Giving false or misleading information or documents is a serious offence and may result in penalties such as fines and imprisonment
  - SafeWork NSW may verify the information I have provided in this application with any organisation or individual
  - SafeWork NSW may make inquiries and exchange information with state or territory government agencies and/or the Commonwealth regarding any matter relevant to this application or for compliance reasons

Full Name

Signature

Date

## 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 replace a general constructions induction card or traffic control training licence to perform high risk work in accordance with the *Work Health and Safety Act* (2011) and ss 98, 184F and 321 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.
4. As required by legislation to record information on a public register, parts of which will be published online.

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 Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#)<sup>3</sup> 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](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy)