

REGISTRATION OF AN ITEM OF PLANT – PRIVATE LIFT – APPLICATION

PIR-PL JUNE 2022

Use this form to register a lift in a private residence. As listed in Schedule 5, Part 2 of the Work Health and Safety Regulation 2017, lifts are required to be registered with the regulator.

How to fill in this form

Mandatory information is marked with an asterisk (*).

Please type directly into the form. When complete, save a copy before emailing or printing.

If completing by hand, please print clearly and mark boxes with a tick where required.

For assistance call 13 10 50

Fees

Private lifts (single dwelling) do NOT attract a fee.

Lodgement instructions

Email: licensing@safework.nsw.gov.au

Email the application – do not send more than once.

Privacy collection notice

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 may act as a shopfront for us and perform 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 register the design of an item of a plant, to register an alteration(s) to a design of an item of a plant or to register an item of plant in accordance with the *Work Health and Safety Regulation 2017*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. To create a customer profile for you on our digital platform, or update an existing customer profile, if you already have one. This profile will include information such as your name, contact

details (phone number and email address), address, date of birth and ABN (if applicable).

4. To support more informed policy making, research for future initiatives as it can facilitate more efficient service delivery for residents and business in NSW.

The consequence of not providing your personal information is that your application will be unable 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 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](#) 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.

SECTION 1. LOCATION OF THE PLANT

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

Suburb*

Street name*

State*

Postcode*

SECTION 2. ASSOCIATED DESIGN REGISTRATION

Was the plant designed before 01 Sept 2001?

No. Provide the design registration details below

Yes. Please go to section 4.

Design registration number*

State of Registration*

SECTION 3. PLANT DETAILS

Manufacturer*

Unique identifying number issued by the manufacturer e.g., serial number*

Note: lifts may have a contract number.

Model number/name*

Year of manufacture*

SECTION 4. ADDITIONAL PLANT INFORMATION

Type of lift (mark one box only)*

- | | |
|---|----------------------------------|
| Goods | Goods / passenger |
| Inclined | Low rise platform for passengers |
| Service | Stairway |
| Restricted use – person with limited mobility | |
| Other (please describe) | |

Control Type (mark one box only)*

- Automatic Non-automatic

Drive and suspension type (mark one box only)*

- | | |
|----------------------------|------------------|
| Electric / Traction | Electric / Screw |
| Hydraulic / Suspended | Electric / Drum |
| Hydraulic / Direct acting | Pneumatic |
| Electric / Rack and pinion | |
| Other (please describe) | |

Operating parameters

Rated load (kg) **OR*** Maximum number of passengers

Travel (m)*

Designer's rated speed (m/s)*

Is this a Machine-Room-Less (MRL) Lift?

Yes No

Machine room less lifts are a type of either traction or hydraulic lift which do not require a machine room for the lift.

Carriage type (mark one box only)*

Car Chair Platform

SECTION 5. REGISTRATION HOLDER – PERSON WITH MANAGEMENT OR CONTROL OF THE ITEM OF PLANT

Family/Surname

Daytime contact number

Given name(s)

Mobile number

Other name

Email

RESIDENTIAL ADDRESS

Same as Plant Location

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

MAILING ADDRESS

Same as Residential Address

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

Street name

Street name

Suburb

Suburb

State

Postcode

State

Postcode

SECTION 6. AUTHORISED REPRESENTATIVE

The authorised representative must complete the Declaration (Section 9).

Same as provided under *Section 5*

Family/Surname

Daytime contact number Mobile number

Given name(s)

Email

Position

Employer (if different to the registration holder)

SECTION 7. DECLARATION

To be completed by the authorised representative or Individual registration holder.

I, _____ (print name)
declare that:

I am authorised to make this application as, or on behalf of the proposed authority holder (registration holder).

The particulars specified in this application and any attachments are to the best of my knowledge, true and correct in every detail.

The item of plant in this application has been inspected by a competent person and assessed by that person as being safe to operate.

The registration holder does not hold an equivalent registration for the same item of plant with another state or commonwealth Work Health and Safety Regulator.

I acknowledge in making this application:

- I understand that the Department of Customer Service may require me, or an authorised person, to provide information relevant to the investigation of this application.
- I consent to the Department of Customer Service to make enquiries and exchange information with other NSW government agencies, or other states, territories and/or the Commonwealth, regarding any matter relevant to the assessment of this application or for compliance purposes.
- I accept that failure to supply information required on this application may delay the processing of this application.
- I have read and understood the Privacy Collection Notice (Section 12) and I consent to the collection, use and disclosure of my personal information in accordance with that Notice.

Authorised representative / Individual's signature Date (DD/MM/YYYY)

Note: Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act* and section 268 of the *WHS Act* which may result in penalties including a fine or imprisonment.