

# REGISTERED PLANT ITEM OR DESIGN RECORDS – PLANT SEARCH – APPLICATION

MAY 2017

Please read the following information before completing and lodging your application:

- The search result will be relevant to records for plant items or designs registered by SafeWork NSW (the Regulator).
- Separate applications are required if both plant item and plant design registrations are to be searched, or if plant items are registered at more than one location.
- SafeWork NSW will contact you regarding your application within 10 days of receipt of your application. If required, SafeWork NSW will provide an estimated quote for the time and cost of conducting the search.

## 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  where required.

## For assistance call 13 10 50

## Fees

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

An application fee for each search application is payable. Processing cannot proceed until the required fee is paid. The application fee is based on an hourly processing rate. If the processing time is expected to take more than one hour, an estimate of the total fee payable will be calculated and advised by email before the search is commenced. You may elect to cancel your search request prior to processing.

A separate application is required for plant item(s) registered at more than one location and/or a search of more than one plant design.

## Lodgement instructions

Please mark this application 'Confidential' and return to one of the following:

**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

Information provided in this form will not be used or disclosed except in accordance with the requirement of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by the Regulator for the purposes of evaluation, assessment and processing of an application for a search of plant item registration or a design registration document under the WHS Regulation, and for the purpose of ensuring compliance with that legislation.

The Regulator may also use this information for the purposes of confirming applicant details and to establish and maintain external databases.

The information may also be used to assist SafeWork NSW and its inspectorate with their work generally and may also be made available to other NSW state government agencies, other state or territory training authorities or the commonwealth, state or territory work health safety regulatory authorities.

Except for the purpose of prosecution or the purposes referred to above 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 held by the Regulator pertaining to this application. You may also apply to access and correct any of your own personal information that is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

**SECTION 1. ARE YOU THE OWNER OF THE REGISTERED PLANT?**

Yes                      No. Please go to section 2.

**SECTION 2. LETTER OF AUTHORISATION**

A letter of authorisation from the owner of the plant item(s) or design is attached to this application

**SECTION 3. APPLICANT DETAILS****SECTION 3.1 INDIVIDUAL APPLICANT OR CONTACT FOR A CORPORATION**

Title                      Family/Surname    Daytime contact number                      Mobile number

Given name    Email

Applicant's reference number (if applicable)

I agree to receive correspondence at the below address.

**SECTION 3.2 CORPORATION DETAILS (IF APPLICABLE)**

Registered name

**POSTAL ADDRESS**

Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Registered business (trading) name (if applicable)

Street name

ABN (for Australian businesses only)

Suburb

State

Postcode

**SECTION 4. CURRENT OR PREVIOUS PLANT OWNER'S NAME**

Include trading name, if applicable.

**SECTION 5. TYPE OF SEARCH REQUEST**

Mark one box only. Separate fees apply for each search type.

Plant item registration

Design registration

**SECTION 6. REASON FOR REQUESTING THIS SEARCH**

**SECTION 7. SAFEWORK NSW ISSUED ITEM REGISTRATION NUMBER(S)**

Complete if known.

**SECTION 8. ITEM(S) OR DESIGN TYPE(S)**

Complete if known (for example crane, boiler etc).

**SECTION 9. ITEM(S) SERIAL NUMBER(S), OR DESIGN DRAWING/MODEL NUMBER**

Complete if applicable.

**SECTION 10. WORKING LOCATION OF PLANT ITEM(S)**

Complete if applicable.

Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag) Suburb

Street name

State

Postcode

**SECTION 11: ADDITIONAL INFORMATION THAT MAY ASSIST IN CONDUCTING THE RECORDS SEARCH****SECTION 12. 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).

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 13. APPLICANT'S DECLARATION

I, \_\_\_\_\_ (print name)  
declare that the information in this application is true and correct in every particular.  
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.