

REGISTERED PLANT ITEM OR DESIGN RECORDS – PLANT SEARCH – APPLICATION

FEBRUARY 2022

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: licensing@safework.nsw.gov.au

Email the application – do not send more than once.

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 schedule¹ 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.

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.

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* (PIIP 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 for a plant search in accordance the *Work Health and Safety Act 2011* and section 263 of the *Work Health and Safety Regulation 2017*.

¹ <http://www.safework.nsw.gov.au/media/publications/licences-and-registrations/licensing-fees>

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 Statement](#)¹ describes when this may occur. You can find this information and our [Privacy Management Plan](#)² 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>