

## CHANGE OF DETAILS – APPLICATION

GENC – 01 FEBRUARY 2022

Complete this form to change an individual, registered business or trading name, the residential, main or postal address or contact details for a licence, certificate or card issued by SafeWork NSW (the Regulator).

### 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 tick ☒ where required.

Certified copy means a photocopy of the original document that has been certified as a true copy by a

justice of the peace. The JP must provide, beneath the certification, their signature, the date on which the certification was made, their JP registration number and the state in which they are registered.

**For assistance call 13 10 50**

### Fees

There is no fee associated with this form.

### Lodgement instructions

**Email (preferred):** [licensing@safework.nsw.gov.au](mailto:licensing@safework.nsw.gov.au)

**Post:** Customer Service Centre, SafeWork NSW,  
Locked Bag 2906, Lisarow, NSW 2252.

Email or post the application – do not send more than once.

## SECTION 1. DETAILS TO BE CHANGED

Mark the appropriate boxes.

Individual, corporation, registered business or trading name

Postal address

Main address

Contact details

## SECTION 2. LICENCE/CERTIFICATE/CARD TYPE AND DETAILS

Mark the appropriate boxes.

High risk work licence

General construction induction card

Explosives licence

Security clearance

Asbestos or demolition licence

Traffic control work training card

Please provide licence/card details:

Type of licence/card

Licence/Card number

## SECTION 3. EXISTING DETAILS

### SECTION 3.1 INDIVIDUAL

Title	Family/Surname	Other names
Given name		Date of birth (DD/MM/YYYY)

### SECTION 3.2 CORPORATION

Registered name	Registered business (trading) name (if applicable)
ABN	

### SECTION 3.3 MAIN ADDRESS DETAILS

#### STREET ADDRESS (MUST NOT BE A PO BOX)

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

Street name

Suburb

State

Postcode

#### POSTAL ADDRESS

Same as main address

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

Street name

Suburb

State

Postcode

## SECTION 4. NEW DETAILS

Only complete those sections where the details have changed.

### SECTION 4.1 INDIVIDUAL

I have attached a certified copy of the marriage certificate issued by a Registry of Births, Deaths and Marriages in Australia (if applicable).

I have attached a certified copy of the change of name certificate issued by a Registry of Births, Deaths and Marriages in Australia (if applicable).

Title	Family/Surname	Daytime contact number
Given name		Mobile number
Other names		Email

**SECTION 4.2 CORPORATION**

Registered name

Registered business (trading) name (if applicable)

ABN

**SECTION 4.3 RESIDENTIAL/MAIN ADDRESS DETAILS****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 main 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 5. APPLICANT'S DECLARATION**

It is an offence under the WHS Act and Regulation and Explosives Act and Regulation for a person to make a statement that the person knows to be false or misleading.

I understand and declare that:

- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in that statement
- To the extent that I have provided personal information about another person, I have authority from that person to complete and submit this application and to provide consent on that person's behalf
- the information supplied in this application is true and correct to the best of my knowledge.
- I have authority from the registered business/corporation to complete and submit this application (business/corporate applicants only).

Applicant's signature

Date (DD/MM/YYYY)

## SECTION 6. CHECKLIST TO SUBMIT YOUR APPLICATION

### Attached Document

Applicants who are requesting a change of name must provide either:

- certified copy of the marriage certificate issued by a Registry of Births, Deaths and Marriages in Australia
- certified copy of the change of name certificate issued by a Registry of Birth, Deaths and Marriages in Australia.

### Return of licences/cards

Licences/cards containing old details must be returned to the Regulator within seven days of receipt of the replacement to: Customer Service Centre, SafeWork NSW, Locked Bag 2906, Lissarow, NSW 2252.

### 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 change details in accordance with the *Work Health and Safety Act* (2011), section 325A of *Work Health and Safety Regulation* 2017 and section 12 of *Licensing and Registration (Uniform Procedures) Act* 2002 No 28.
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](#)<sup>1</sup> describes when this may occur. You can find this information and our [Privacy Management Plan](#)<sup>2</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)

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>