

# PRE-NOTIFICATION

EPH-PRE-01

This form is for approved training providers delivering SafeWork NSW approved entry permit holder (EPH) training in NSW. Use this form to notify SafeWork NSW of the delivery of an approved EPH Training Course no later than seven calendar days, but no more than 14 calendar days, prior to commencing training.

## How to fill in this form

- Please use BLOCK LETTERS.
- Send a separate pre-notification form for each course – multiple course notifications will not be accepted.
- If an exemption has been granted by SafeWork NSW to any of the Conditions for an approved training provider (ATP), the ATP is to include the exemption number and a brief description of the exemption on this pre-notification form.
- Where options are provided, please mark box(es) with a tick ☒ to indicate selection(s).
- Complete all sections or mark N/A.
- Advise SafeWork NSW of any change to the information on this pre-notification form using the Variation/cancellation form (catalogue no. SW08087).
- Complete ATP details, training pre-notification details, exemption details (if applicable) and sign the declaration. Ensure that the street number and street address are completed in full and all relevant phone numbers are provided.
- Please use **black ink** only if completing this form manually.

**Assistance – 13 10 50**

## Lodgement instructions

Email: [thirdparty@safework.nsw.gov.au](mailto:thirdparty@safework.nsw.gov.au)

## Privacy statement

Information provided in this form will not be used or disclosed except in accordance with the requirements 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 SafeWork NSW (the Regulator) for the purposes of evaluation, assessment and processing of an application for delivering EPH training in NSW as required by the WHS Act and 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 the Regulator 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. APPROVED TRAINING PROVIDER DETAILS

Approved training provider (ATP) name

SafeWork NSW approval number

ATP contact phone number

## SECTION 2. TRAINING PRE-NOTIFICATION DETAILS

Date of training	Trainer name	Trainer contact number	Est. start time	Est. finish time	Name of training venue	Street no.	Street	Suburb	Postcode	Venue contact number

## SECTION 3. EXEMPTION DETAILS

Have you had an exemption approved for this training?      Yes      No      If 'yes' provide the exemption number and a brief description.

Exemption number	Details of exemption

## SECTION 4. DECLARATION

I declare that the information provided in this application is true and correct in every particular.

Name of ATP delegated person

Daytime contact number

Delegated person's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) to make false or misleading statements in the form, heavy penalties apply.