



**Application Form:**  
**New Licence to Operate Plant (Reg 4.41)**

A separate form is required for each item of plant to be licensed. Multiple licence applications (more than 10) can be made by using another form. To obtain copies of this form or for further information please contact Comcare on ph: 1300 366 979 or email: [ohs.plant@comcare.gov.au](mailto:ohs.plant@comcare.gov.au).

See also separate instructions for completing this form.

<b>1. Licence number</b> ..... (If previously licensed)	<b>Applicant number</b> ..... (Comcare use only)
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<b>2. Organisation and applicant details</b>	
<b>Organisation's details:</b> Principal Officer / CEO title ..... Name of organisation ..... Postal address ..... State ..... Post code.....	<b>Applicant's details:</b> Name ..... Position title ..... Postal address ..... State ..... Postcode..... Phone number..... Mobile number..... Fax number..... Email .....

<b>3. Type of plant</b> (Tick one box only. If a boiler or pressure vessel, identify the hazard level.)	
<input type="checkbox"/> Boiler that has a hazard level of A, B, or C determined in accordance with AS 4343-1999 'Pressure equipment – Hazard levels' and are specifically covered by AS/NZS 1200:2000 'Pressure equipment' <input type="checkbox"/> <b>Hazard level</b> (Indicate either A, B, or C.)	<input type="checkbox"/> Tower crane* <input type="checkbox"/> Building maintenance unit <input type="checkbox"/> Amusement structure covered by AS 3533.1-1997 'Amusement rides and devices – Part 1: Design and construction', other than class 1 structures <input type="checkbox"/> Truck-mounted concrete placing unit with boom* <input type="checkbox"/> Mobile crane with a safe working load greater than 10 tonnes*
<input type="checkbox"/> Pressure vessel that has a hazard level of A, B, or C determined in accordance with AS 4343-1999 'Pressure equipment – Hazard levels' and are specifically covered by AS/NZS 1200:2000 'Pressure equipment' other than: <ol style="list-style-type: none"> <li>1. gas cylinders mentioned in AS 2030, AS 2030.1-1999, AS 2030.2-1996 and AS 2030.4-1985; and</li> <li>2. LP gas fuel vessels for automotive use mentioned in AS/NZS 3509:2003 'LP gas fuel vessels for automotive use'; and</li> <li>3. serially produced pressure vessels mentioned in AS 2971:2002 'Serially Produced Pressure Vessels'</li> </ol> <input type="checkbox"/> <b>Hazard level</b> (Indicate either A, B or C.)	<p>* <b>Note:</b> For the purposes of licensing, cranes and hoists in Schedule 6 exclude those that are manually powered, elevating work platforms or tow trucks.</p>

<b>4. Plant item identification</b>	
Name of manufacturer ..... Date of manufacture ..... Model number ..... Serial number ..... Vehicle registration number ..... Any owner identification details: .....	Design registration (if registered with another State or Territory): <ul style="list-style-type: none"> <li>• Number (if applicable).....</li> <li>• Name of issuing authority (if applicable).....</li> </ul> Has the plant's design been altered since registration? Yes <input type="checkbox"/> No <input type="checkbox"/>

**5. Plant location** (Tick the appropriate box below and provide location details.)

Is this item of plant normally fixed or mobile? Building/site name .....

Fixed – What is the address of this item of plant? Street address .....

Mobile – Provide the address of its depot (or the place where it may be found). Suburb/town .....

State ..... Post code.....

**6. Statement by Employer**

Please answer the following question:

Has this item of plant been inspected by a Competent Person and is it safe to operate?

Yes  No  If No, you will be unable to proceed with this application.

(Note: A Competent Person, in relation to specific tasks, means a person who has, through a combination of training, education and experience, acquired knowledge and skills that enable the person to perform that task correctly.)

**7. Fee per item of plant**

- The fee payable no later than 14 days after the date of the letter granting the licence:
  - \$100 for a period of four years; or
  - \$60 for a period of two years.
- The fee for four years may be paid in two instalments:
  - half (\$50) no later than 14 days after the letter granting the licence;
  - the remaining half on the second anniversary of the granting of the licence.
- Method of payment:
  - Cheque/money order payable to Comcare enclosed for the next 2 / 4 (please circle) years.
  - Invoice for the next 2 / 4 (please circle) years.  
If requiring an invoice for a 4 year licence:  
Please circle half / full payment.
  - Credit card.

If paying by credit card:  
Please debit my Bank/Master/Visa/AMEX card to the amount of \$..... to cover my licence fee for the next 2 / 4 (please circle) years.

Card number:

Expiry date .....

Card holder name .....

Signature..... Date.....

**8. Applicant's statement**

I declare that the details provided on this form are true and correct to the best of my knowledge and belief. I am empowered by valid and express power, delegation in writing or authorisation in writing, to act as, for or on behalf of, the Principal Officer / Chief Executive Officer. I declare that I will ensure compliance, on behalf of the Principal Officer / Chief Executive Officer, to the requirements for plant under the *Occupational Health and Safety (Safety Standards) Regulations 1994*.

Name..... Position title.....  
(Please print in BLOCK LETTERS)

Signature..... Date.....

**Send completed form to:**

Plant Contact Officer, Comcare, GPO Box 9905, Canberra ACT 2601, Fax: (02) 6274 8866