

# Licensing – OHS licence information >

**This information bulletin outlines general information and requirements for obtaining a licence under the [Work Health \(Occupational Health & Safety\) Regulations](#).**

## Types of licences

The types of licences covered in this bulletin are -

- Pressure Equipment Operation
- Scaffolding
- Crane & Hoist Operation
- Rigging (including Dogging)
- Forklift Truck Operation
- Asbestos Removal

If you are applying for a Dangerous Goods licence you will need to complete the appropriate Dangerous Goods licence application form (form 011).

## Applying for a licence

An application for a licence is required to be submitted for:

- A new licence (which includes applying for a reciprocal to a licence or certificate of competency issued by another regulatory body (e.g. WorkCover, WorkSafe Western Australia).
- An upgrade of an existing licence
- Renewal of an expired licence
- Replacement of a lost or damaged licence

Ensure that the correct form is used. An application for a replacement licence requires a different form to the others.

## Cost of licences

The following fees apply for licences issued under the Work Health (Occupational Health and Safety) Regulations.

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- New, upgrade and renewal: \$50.00 for each endorsement
- Replacement: \$10.00

## **Assessment**

For a new licence or upgrade, the applicant will be required to be assessed by an approved assessor. The original assessment report must be submitted with the application. Evidence of training will not be accepted as an assessment report. NT WorkSafe can provide a list of approved assessors.

(NOTE: an assessment report is usually not required where the applicant is applying for a reciprocal to a licence or certificate of competency issued by another regulatory body.)

## **Declaration of experience**

A Declaration of Experience form is to be completed for each licence application. This outlines the specific experience you have had in relation to the type of licence you are applying for. The appropriate declaration of experience form must be completed for each type of licence you are applying for.

## **Licences or certificates issued by other regulatory bodies**

If you are applying for a reciprocal to a licence or certificate of competency issued by another regulatory body, the original licence or certificate must be sighted by NT WorkSafe. If you are applying by mail, a photocopy of the licence or certificate, certified by a police officer or other notary as a true copy of the original, must be included with the application.

## **Proof of identity**

A recognised form of proof of identity (e.g. drivers licence, birth certificate, passport, citizenship papers) is required to be sighted by NT WorkSafe. If you are sending an application through the mail, a photocopy of one of the above documents, certified by a police office or other notary as a true copy of the original, must be included with the application.

## **Upgrade of, or additions to, a licence**

All previously issued licences/certificates, unless they have expired, are required to be returned with the application when applying for additional licences, endorsements or upgrades.

## **Lodging your application in person**

After ensuring all sections are complete and you have the necessary attachments, the application should be submitted, in person if possible, to your nearest Territory Business Centre.

## **Lodging your application by mail**

If you are lodging your application by mail, ensure that all the required paperwork has been completed, all photocopies or proof of identity and other licences or certificates have been certified as true **copies** by a police officer or another notary and are enclosed. Send the application to the address shown below.

## Before lodging your application

Before lodging your application check that you have done the following;

- Completed all the sections on the correct application form.
- Signed the signature slips on the application form.
- Signed the declaration on the application form and had it witnessed.
- Had your ID checked and recorded. (If applying by mail, attached a certified copy of your proof of ID).
- Attached the assessment report (original ONLY).
- Completed and signed the appropriate experience declaration form.
- Attached the original (or certified copy of the original if applying by mail) of your interstate licence or certificate if applying for a reciprocal licence.
- Enclosed the appropriate fee if applying by mail.

**Note:** You may be required to supply 2 passport photographs for some categories of licence which are not covered under the National Licence code. If in doubt, contact your nearest NT WorkSafe office.

## NT WorkSafe >

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