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## How To Renew Electrical Practitioner's Licence

*Occupational Licensing Act 2005*

To continue to perform electrical work you must hold a current electrical practitioner's licence.

Commencing 1 September 2009, an electrical practitioner whose licence has been approved for renewal will be issued with a photo ID card.

### All applicants who reside in Tasmania

- Will be required to lodge their renewal application and pay the licence fee at any Service Tasmania shop.
- When lodging your application:
  - (a) you need to complete all personal details, answer all questions applicable and have your application signed and witnessed.
  - (b) establish evidence of identity by providing an original of one of the following documents listed below to the Customer Service Operator (CSO) for verification:
    - Australian Driver's Licence
    - Firearm Licence
    - Overseas passport
    - Credit or Bank Account Card
    - Centrelink or DVA Card
    - Australian Trade Certificate
    - Australian Marriage Certificate
- The CSO will:
  - accept your application;
  - verify that you are the person listed on the application by confirming your evidence of identity;
  - record your details;
  - receipt your payment/issue receipt; and
  - take your photograph.
- Your application will be forwarded to Workplace Standards Tasmania for processing.
- You will initially receive confirmation that your licence has been renewed and within 10 – 15 business days from receipt of your application at WST, your photo ID card will be forwarded to you.

Please remember to allow sufficient time when lodging your application at Service Tasmania shop to reach Workplace Standards Tasmania prior to the expiry date listed on your renewal application. If the application is received after the expiry date you will incur a late fee. (Refer to Fees listed below)

### Applicants who reside Interstate or New Zealand

- Must provide an original passport photo certified by a Justice of the Peace or Commissioner of Declarations (this photo will appear on your licence card). Please refer to Page 2 for listing of Commissioner of Declarations.
- Must provide a copy of your driver's licence.
- Mail your renewal application together with licence fee payment (cheque/credit card details) and certified passport photo to Workplace Standards Tasmania, PO Box 56, Rosny Park, Tas 7018.
- You will initially receive confirmation that your licence has been renewed and within 15 – 20 business days from receipt of your application at Workplace Standards Tasmania, your photo ID card will be forwarded to you.

### Fees

The licence fee that applies to practitioners who wish to continue working in Tasmania is **\$172.90** (\$133.00 for the three-year licence and a \$39.90 application fee). There is no GST component in these fees. This will licence a practitioner for a period of three years. Applications received within 2 months after the commencement date of the new licence term, will incur a late application fee of \$66.50, making the new total payable for your licence **\$199.50**. **Renewal Period** - The licence renewal period is for three years.

# How To Locate Justice of the Peace and Commissioner of Declarations

*Occupational Licensing Act 2005*

## JUSTICES OF THE PEACE

Contact details for Justices can be obtained by telephoning the Legal Aid Advice Line on 1300 366 611.

## A COMMISSIONER FOR DECLARATIONS

Is authorised under the *Oaths Act 2001* to witness signatures and to take statutory declarations from individuals. A Commissioner may not witness an oath, affidavit, affirmation, or complaint, nor issue a summons or warrant.

## EX OFFICIO COMMISSIONER FOR DECLARATIONS

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary Surgeon

## EMPLOYMENT GROUPS

<ul style="list-style-type: none"> <li>• Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the <i>Consular Fees Act 1985</i>)</li> </ul>
<ul style="list-style-type: none"> <li>• Bailiff</li> </ul>	<ul style="list-style-type: none"> <li>• Bank officer with 5 or more continuous years of service</li> </ul>
<ul style="list-style-type: none"> <li>• Building society officer with 5 or more years of continuous service</li> </ul>	<ul style="list-style-type: none"> <li>• Chief executive officer of a Commonwealth court</li> </ul>
<ul style="list-style-type: none"> <li>• Civil marriage celebrant</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk of a court</li> </ul>
<ul style="list-style-type: none"> <li>• Commissioner for Affidavits</li> </ul>	<ul style="list-style-type: none"> <li>• Credit union officer with 5 or more years of continuous service</li> </ul>
<ul style="list-style-type: none"> <li>• Fellow of the National Tax Accountants' Association</li> </ul>	<ul style="list-style-type: none"> <li>• Finance company officer with 5 or more years of continuous service</li> </ul>
<ul style="list-style-type: none"> <li>• Holder of a statutory office</li> </ul>	<ul style="list-style-type: none"> <li>• Judge of a court</li> </ul>
<ul style="list-style-type: none"> <li>• Magistrate</li> </ul>	<ul style="list-style-type: none"> <li>• Master of a court</li> </ul>
<ul style="list-style-type: none"> <li>• Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the Institute of Corporate Managers, Secretaries and Administrators</li> </ul>
<ul style="list-style-type: none"> <li>• Member of the Institution of Engineers, Australia, other than at the grade of student</li> </ul>	<ul style="list-style-type: none"> <li>• Minister of religion registered under Division 1 of Part IV of the <i>Marriage Act 1961</i></li> </ul>
<ul style="list-style-type: none"> <li>• Notary public</li> </ul>	<ul style="list-style-type: none"> <li>• Members of the Association of Taxation and Management Accountants</li> </ul>
<ul style="list-style-type: none"> <li>• Member of the Australian Defence Force who is:               <ol style="list-style-type: none"> <li>1. an officer; or</li> <li>2. a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or</li> <li>3. warrant officer within the meaning of that Act</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Member of:               <ol style="list-style-type: none"> <li>1. the Parliament of the Commonwealth; or</li> <li>2. the Parliament of a State; or</li> <li>3. a Territory legislature; or</li> <li>4. a local government authority of a State or Territory</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>• Permanent employee of:               <ol style="list-style-type: none"> <li>1. the Commonwealth or of a Commonwealth authority; or</li> <li>2. a State or Territory in Australia; or</li> <li>3. a local government authority;</li> </ol>               with 5 or more years of continuous service who is not specified in another item in this Part             </li> <li>• Permanent employee of the Australian Postal Corporation with 5 or more years of service who is employed in an office supplying postal services to the public.</li> <li>• Person before whom a statutory declaration may made under the law of the State or Territory in which the declaration is made.</li> <li>• Police officer.</li> <li>• Registrar, or Deputy Registrar, of court.</li> <li>• Senior Executive Service officer of the Commonwealth, or State or Territory of Australia.</li> <li>• Sheriff / Sheriff's officer.</li> <li>• Teacher employed on a full-time basis at a school or tertiary education institution.</li> </ul>	