



# Form R024: Application for a Gasfitting Authorisation

*(Suitable for organisations and persons to carry out emergency repairs and to maintain key infrastructure such as industrial gas piping systems (Pressures above 200kPa) and Type B gas appliances)*

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

## Checklist

**Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.**

- A non-refundable application fee.
- Personal and contact details completed.
- Proof of identification (minimum 100 points) in accordance with the attached Fact Sheet.
- Employer and site details completed.
- Class type and scope of gasfitting work completed.
- Please provide details of the number of supervised workers. Please also attach a separate sheet with contact details for each person to be supervised.
- Please provide proof of competency in accordance with the 'Evidence of Competency' and 'Experience' sections on p.5 of the application form. Please also refer to the Authorisation Guidelines when providing evidence of training and qualifications.
- Training plan attached.
- Management plan – required if there is more than one Authorisation holder per site.
- Please attach an 'Employer Letter of Nomination' in accordance with the 'Letter of Nomination by Employer' section on p. 5 of the application form.
- Declaration by Employer completed (p.6).
- Fit and proper declaration completed (p.7).
- Applicant declaration completed (p.7).

## Incomplete applications

The Department cannot assess incomplete applications. If your application is incomplete at the time of lodgement, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request, your application will be lapsed or refused. The application fee will not be refunded.

## How to lodge and pay

Pay for and lodge your application including attachments:

### Online

Submit your application and pay online:

[Gasfitting Authorisation \(form R024\)](#)

### By post

Pay by credit card using our payment slip form: <https://www.commerce.wa.gov.au/publications/application-payment-form-gas> or through cheque or money order made payable to –  
Department of Mines, Industry Regulation and Safety  
Licensing Services Branch  
Locked Bag 100  
EAST PERTH WA 6892

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### In person

Lodge your application and pay by cash, cheque, money order or card at the customer service counter.

Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street  
CANNINGTON WA 6107

Office hours are:

Mon-Fri 8:30am to 4:30pm.

In person (drop off only service)

- ♦ BPAY is not available for this application.
- ♦ Fax and email submission are not available for this application.

### Return of documents

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The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

### After your application is lodged

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When the department is satisfied that your application is complete and payment is received, your application will be assessed and determined. If your application is assessed as incomplete, a licensing officer will advise you accordingly and request the required information. Once the application is determined you will be notified by a licensing officer without delay.

### More information

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If you need more information about the status of your application please contact Licensing Services on:

Telephone: (08) 6251 2963

Email: [gaslicensing@dmirs.wa.gov.au](mailto:gaslicensing@dmirs.wa.gov.au)

## Form R024: Application for a Gasfitting Authorisation

Please ensure you have provided all required information and supporting documentation as per the application checklist. Failure to submit a complete application may result in the cancellation of the application and loss of the non-refundable application fee.

### Applicant Details

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Date of birth:

### Residential address

**Note:** \*Required for publication on the Register. Cannot be a PO Box.

Street address:

Suburb:  State:  Postcode:

### Postal address

**Note:** A postal address is required for correspondence from the Department.

As above Street address or PO Box:   
Suburb:  State:  Postcode:

### Contact details

Phone (home):  Phone (work):  Phone (mobile):\*  Email:\*

\*Required to receive courtesy renewal reminder notifications by SMS and email and other important notifications relevant to your authorisation.

### Proof of Identification

Please attach proof of identification (**minimum of 100 points**) in accordance with the attached Fact Sheet.  Attached

### Business/Employer Details

Employer's Name:

Employer Postal Address:

Suburb:  State:  Postcode:

Future changes to employer details must be notified in writing to the Licensing Office, for the Gasfitting Authorisation to remain valid.

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### Site Details - Where the gasfitting work will be carried out

Site Address:

Suburb:

State:

Postcode:

Site Telephone No:

Site Facsimile No:

Site Email Address:

If multiple Site Addresses – please provide a written submission of details and attach with this application form.

### Class Type

This Authorisation application is for the following class type (please indicate by a tick):

- I Gasfitting work -  
a) on a consumers' gas installation associated with Type B appliance; or  
b) on piping that has an operating pressure of more than 200kPa, not being gasfitting work referred to in paragraph (a) or classified as Class E or P.
- P Gasfitting work on a gas installation associated with the storage and dispensing of gas for the refuelling of a motor vehicle as defined in section 5 of the Road Traffic Act 1974

### Scope of Gasfitting Work

Details of gasfitting work to be carried out by this applicant (the Gasfitting Authorisation holder):

- Servicing (Maintenance) and Emergency Repairs on a like for like basis of Type B appliances **or**
- Servicing (Maintenance) Pipe Pressures under 200kPa associated with Type B appliances.
- Servicing (Maintenance) Pipe Pressures over 200kPa associated with Type B appliances.

### Supervised Gas Fitters

**MUST indicate the number of persons to be supervised at any one time**

Number of persons who will be supervised by the Gasfitting Authorisation holder:

In accordance with Regulation 16(2) of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 (referred to as "the Regulations"). **Please include the names, residential address, mobile number, email address, and signatures of the Gas fitters to be supervised as an attachment to your application.**

### Important information

1. The Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 require all new appliances to be certified before being put into operation.
2. A Gasfitting Authorisation issued for servicing and maintaining gas equipment and appliances is only intended to cover appliances and equipment that have been certified/approved under the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 or approved for installation under previous Western Australian regulations.
3. The Gasfitting Authorisation does not cover any gas equipment/appliance that is unsafe to use/operate or an appliance that has been modified or taken out of its original approved parameters.
4. Where Type B gas appliances cannot be identified as having been certified/approved and/or where the original approved operation criteria is not available, the owner/operator should consider the following:
  - Obtain certification for existing Type B appliances in accordance with the regulations.
  - Have the appliances checked for safe operation by a competent person (industrial gas fitter, Type B gas appliance inspector etc.), to ensure the appliances are maintained safely and within the scope of any regulatory requirements. In these situations, it is necessary to record all the operational criteria for each appliance and make it available for maintenance personnel.

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### Evidence of competency

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- Applicants must have knowledge of the *Gas Standards Act 1972* and its Regulations covering gasfitting for consumers' gas installations. Recognised WA gasfitting legislation courses are available.
- Applicants must have training in gas safety and basic combustion, fluing and exhaust principles. This is sometimes included in other courses e.g. Legislation or Industrial Gas training.
- Engineer and/or Tradesperson qualifications are to be submitted.
- Provide evidence of successfully completing selective elements of CPCPGS4023B Install, commission and service Type B gas appliances as applicable.

### Experience

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Refer to the Gasfitting Authorisation Guidelines, available here:

[www.commerce.wa.gov.au/publication/gasfitting-authorisation-application](http://www.commerce.wa.gov.au/publication/gasfitting-authorisation-application)

Provide evidence of completing training relevant to the type or scope of work being applied for and or a summary of their experience which covers the proposed work.

### Training Plan

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Refer to the Gasfitting Authorisation Guidelines, available here:

[www.commerce.wa.gov.au/publication/gasfitting-authorisation-application](http://www.commerce.wa.gov.au/publication/gasfitting-authorisation-application)

Provide details of the training or proposed training plan for those who will be working under the Gasfitting Authorisation holder.

### Management Plan

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Refer to the Gasfitting Authorisation Guidelines, available here:

[www.commerce.wa.gov.au/publication/gasfitting-authorisation-application](http://www.commerce.wa.gov.au/publication/gasfitting-authorisation-application)

If there is more than one Gasfitting Authorisation holder per site, then a management plan is required. The plan is to include a hierarchy of responsibility identifying who is responsible for what, when and where.

### Letter of Nomination by Employer

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Refer to the Gasfitting Authorisation Guidelines, available here:

[www.commerce.wa.gov.au/publication/gasfitting-authorisation-application](http://www.commerce.wa.gov.au/publication/gasfitting-authorisation-application)

This "Letter of Nomination" is to be supplied as an attachment and completed by the senior manager (of the employer) to whom the applicant reports on an approved Letterhead, as well as completing the Declaration below.

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### Employer Declaration

Trading Name:

Senior Manager's Name:

Position Title:

Phone (home):

Phone (work):

Phone (mobile):

Email:

### Declaration

I  (senior manager), support this application by  (applicant) for a Gasfitting Authorisation to permit gasfitting to be carried out for  (name of employer). I consider  (applicant) to be competent to supervise and carry out of scope of gasfitting work being applied for.

As the supervisor of the proposed Gasfitting Authorisation holder, I understand that the Gasfitting Authorisation is subject to conditions that must be complied with at all times. Assistance will be provided so the Gasfitting Authorisation holder is able to fully comply with the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 and the conditions set out in the Authorisation.

I understand that employees not covered by a Gasfitting Authorisation or who are not registered gas fitters must not carry out any gasfitting work.

I confirm that  (applicant):

- is employed under a contract of service that encompasses the gasfitting work being applied for in the Gasfitting Authorisation; and
- has the authority to make decisions regarding safety and compliance with all requirements related to the Gasfitting Authorisation.

Signature (Senior Manager):

Senior Manager's Name

Date:

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### Fit and proper declaration

**Note:** To be filled out by applicant

Have you been convicted of a criminal offence (excluding traffic offences) in the past ten years?

Yes  No

If yes, please provide details (including year):

A criminal offence may not necessarily preclude the applicant from being issued the permit or authorisation applied for, but may be considered by the Director of Energy Safety during the application or renewal process to determine eligibility for the permit or authorisation

Applicant Signature:

Date:

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### Declaration by applicant

Section 13A(10) of the *Gas Standards Act 1972* makes it an offence for a person to:

- falsify any matter relating to an application;
- provide any document or other evidence in support of the application that is forged, false, fraudulent or wrongfully represented as pertaining to the applicant;
- make a false statement in this declaration; or
- give a false testimonial to any person in connection with this application.

By signing this declaration, you give consent to the Director of Energy Safety and duly authorised officers to make enquiries and to receive and disclose any information for the purpose of determining this application.

#### Declaration

I (FULL NAME OF APPLICANT)

1. authorise the Director of Energy Safety, duly authorised officers of the Department of Mines, Industry Regulation & Safety or persons acting on behalf of the Department to make enquiries considered necessary to assess this application. I agree that the Department can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application; and
2. sincerely declare that this application is true and correct.

Signature:

Date:

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## Form R024: Application for a Gasfitting Authorisation

### Fact sheet - Proof of identity requirements for applicants for an electrical licence or gasfitting permit

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Licensing Services maintains a register of licensed electrical and gas operatives and ensures that the information is accurate and confidential, protecting operatives against the possible fraudulent use of their name. This fact sheet explains the requirements for an applicant to prove his or her identity.

**APPLICANTS MUST PROVE THEIR IDENTITY BY PRESENTING AS MANY DOCUMENTS FROM THE FOLLOWING LISTS SO AS TO SCORE A MINIMUM OF 100 POINTS.**

**AT LEAST ONE DOCUMENT PROVIDED MUST SHOW THE SIGNATURE OF THE APPLICANT.**

**CREDIT CARDS, DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION.**

### Proof of identity

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**Name** of the signatory verified from one of the following: **70 points**

- Birth certificate (not an extract)
- Australian Citizenship certificate
- International travel document / Current passport
- Expired passport which has not been cancelled and was current within the preceding 2 years
- Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

**NOTE: ONLY ONE DOCUMENT FROM THE ABOVE LIST CAN BE ACCEPTED FOR 70 POINTS**

**Name and a photograph or signature** of signatory verified from one of the following: **40 points**

- A current licence or permit issued under a law of the Commonwealth, a State or Territory
- An identification card issued to a public employee
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit
- An identification card issued to a student at a secondary or tertiary education institution
- A current Australian Driver's Licence

**Name and Address** of signatory verified from any of the following: **35 points**

- Document verifying employment (A current employer, or a previous employer within the last 2 years)
- Document from a rating authority (e.g. land rates)

**Name** of signatory verified from any of the following: **25 points**

- Marriage certificate
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

**Name and Date of Birth** of signatory verified from any of the following: **25 points**

- Records of primary, secondary or tertiary educational institution attended by the signatory within the last 10 years
- Records of a professional or trade association of which the signatory is a member
- Proof of Age card
- Current Foreign Driver's Licence

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**THE DOCUMENTATION PROVIDED MAY BE A PHOTOCOPY OF THE ORIGINAL DOCUMENT.**