**June 2021**

# Overview

A person may be granted a practising certificate for a statutory function under the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 if the regulator is satisfied that the individual is competent to exercise that function.

Use this application form **only** if you are renewing your practising certificate before it expires.

If you are seeking a replacement certificate, select the link [here](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/practising-certificates/application-for-a-practising-certificate) for the replacement form.

## Instructions

Your application must be accompanied by supporting documents to verify your identity. All documentation must be certified by an [independent authorised certifier](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/671533/Fact-sheet-certifying-documents-and-verifying-identity.pdf).

Information about lodging your application is provided at the end of this form.

## Applicant certificate renewal details

|  |  |
| --- | --- |
| Full name on your certificate |  |
| Email address |  |
| Practising certificate number  (top right corner of the certificate) | (record second number if you have more than 1 practising certificate) |
| Statutory function currently listed on your practising certificate: | |
| Statutory function you wish to renew on your practising certificate: | |

## Compliance with conditions

State whether you have complied with each of the following conditions during the period of your practising certificate:

|  |
| --- |
| Maintenance of competence condition |
| I have met the requirements for the maintenance of competence in relation to the practising certificate published by notice of the regulator in the [Gazette](https://www.resourcesregulator.nsw.gov.au/safety-and-health/legislation/gazettals/whs-mines-legislation-gazettals):  Yes  No   |  | | --- | | MaintAINing CONTACT DETAILS WITH THE REGULATOR condition | | I have maintained the currency of my contact details and places of work with the regulator in the manner and form determined by the regulator:  Yes  No (update your details as applicable in the section below) | |

## Change of information

Clearly describe any information that has changed since your last application. Ensure you include all details of the change (the field below will expand to allow the detail required).

|  |
| --- |
|  |

## Quarry manager only - required qualifications

Only required for individuals with conditions restricting them to practise at specific location quarries assessed as tier 2 level (refer [Factsheet – three tier approach](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/practising-certificates/application-for-a-practising-certificate)). You must hold the required qualifications as published in the [Gazette](https://www.resourcesregulator.nsw.gov.au/safety-and-health/legislation/gazettals/whs-mines-legislation-gazettals) before 1 October 2024 and may be stated as a condition on your certificate.

Provide details of your qualifications below if you have obtained them. Your application must include certified copies as supporting documents of evidence. Read our [fact sheet on how to certify documents](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/671533/Fact-sheet-certifying-documents-and-verifying-identity.pdf).

|  |  |  |
| --- | --- | --- |
| Qualification/UNIT OF COMPETENCY | Registered training orgranisation (RTO) | Issue date |
|  |  |  |
|  |  |  |

## Identity verification documents

Tick the boxes below to indicate which documents are attached to your application. You must supply one document from the Group A list of documents and one document from the Group B list of documents.

You must attach a certified copy of all the documents provided. Read our [fact sheet on how to certify documents](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/671533/Fact-sheet-certifying-documents-and-verifying-identity.pdf).

| Group A documents: must have name, date of birth and place of birth |
| --- |
| Birth certificate |
| Current passport |
| Expired passport that has not been cancelled and was current within the past two years |
| Other documents of identity having the same characteristics as a passport, including diplomatic documents and some documents issued to refugees |

|  |
| --- |
| Group B documents: must have photograph, name and current residential address (copy of both front and back of ID cards) |
| Driver’s licence issued by an Australian state or territory |
| Roads and maritime services (formerly RTA) photo card |
| Identification card issued by the Commonwealth, a State or Territory government as evidence of the persons entitlement to a financial benefit |

# Declaration

I declare that:

* to the best of my knowledge, the information provided in this form and any attachments to this form, is true and correct in every detail
* I have not been convicted of an offence under the *Work Health and Safety Act 2011*, the *Work Health and Safety (Mines and Petroleum Sites) Act 2013,* a corresponding WHS law, the [Explosives Act 2003](https://legislation.nsw.gov.au/view/html/inforce/current/act-2003-039) or the [Radiation Control Act 1990](https://legislation.nsw.gov.au/view/html/inforce/current/act-1990-013) or any former law of NSW dealing with work health and safety
* I consent to the Department of Regional NSW disclosing my personal information to the NSW Mining and Petroleum Competence Board and any persons engaged for the purposes of managing practising certificates under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014.

|  |  |
| --- | --- |
| Name |  |
| Signature  (electronic signatures not accepted) |  |
| Date |  |

**Note:** Giving false or misleading information is a serious offence under section 268 of the *Work Health and Safety Act 2011*, and *Part 5A of the Crimes Act 1900*.

Clause 144 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 provides for the cancellation of a practising certificate on a number of grounds, including if the certificate was improperly obtained, whether on the basis of false or misleading information.

In this declaration, 'maintenance of competence requirements' for a practising certificate means the requirements imposed as a condition on your practising certificate that you must satisfy in order to maintain your competency to hold the certificate. These requirements may differ between certificates.

# Payment of fees

The application fee of $50 (GST not applicable) is payable when submitting your application.

Please make your payment by credit card or debit card via the website: [https://practisingcertificate.eventbrite.com.au](https://practisingcertificate.eventbrite.com.au/)

When you have made payment, please provide details below to enable your application to be processed:

Date paid:       Receipt number:

## Checklist

To avoid delays in processing your application and to confirm your form is ready for submission, use this checklist. Have you:

Completed all the relevant personal details fields?

Selected the relevant statutory function if you do NOT want them retained on your new certificate (if applicable)?

Answered the questions on whether you have complied with the conditions on your practising certificate (if applicable)?

Provided identity documentation?

Completed the declaration?

Made payment online?

## Submitting the form

We prefer that applications be submitted via email. Alternatively, you may mail your application form to us. Only submit your application form via one method.

Email: [mca@planning.nsw.gov.au](mailto:mca@planning.nsw.gov.au) (preferred option)

Mail: Mining Competencies and Authorisations   
Resources Regulator  
PO Box 344, HRMC NSW 2310

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PUB17/263/DOI