**December 2020**

*WHS (Mines and Petroleum Sites) legislation*

## Instructions

This form should be used to apply for a replacement of an existing practising certificate or certificate of competence issued under the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 or mutual recognition of a statutory function issued under the *Mutual Recognition (New South Wales) Act 1992* or the *Trans-Tasman Mutual Recognition (New South Wales) Act 1996*.

A separate form should be completed for the replacement of each existing certificate.

**Note:** holders of production manager permits must apply for a practising certificate using the required form: [application for Tier 2 Quarry Manager practising certificate](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/practising-certificates/application-for-a-practising-certificate).

## Personal details (holder of the existing certificate)

|  |  |
| --- | --- |
| First name/s\* |  |
| Last name |  |
| Previous name (if applicable) |  |
| Salutation | Mr  Mrs  Ms  Miss  Dr  Other |
| Gender | Male  Female  Other |
| Date of birth (DD/MM/YYYY) |  |
| Place of birth (town/city, state) |  |
| Country of birth  (if other than Australia) |  |
| Home address\*\* (incl. suburb and postcode) |  |
| Postal address (incl. suburb and postcode) |  |
| Primary email address (preferred form of communication) |  |
| Home telephone |  |
| Mobile telephone |  |
| Current place of employment \*\*\*  (including company name and mine site name) |  |

\* Please note, you must provide your full legal name. If your current name is different from the name on your existing certificate or mutual recognition letter, please provide a reason for this:

|  |
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|  |

\*\* Your current home address must match the address on your current driver’s licence

\*\*\* Only required if you are currently employed at a mine.

## Details of existing certificate

|  |  |
| --- | --- |
| Existing document (tick one box): | Practising certificate  Certificate of competence  Letter of mutual recognition of a statutory function  *(Please note: this letter will be replaced with a Practising Certificate)*  Certificate of accreditation |
| Statutory function (tick one box): | Mining engineering manager of underground coal mines  Electrical engineering manager of underground coal mines  Mechanical engineering manager of underground coal mines  Undermanager of underground coal mines  Ventilation officer of underground coal mines  Deputy of underground coal mines  Mining engineering manager of coal mines other than underground mines  Open cut examiner of coal mines other than underground mines  Electrical engineer of coal mines other than underground mines  Mechanical engineer of coal mines other than underground mines  Mining engineering manager of underground mines other than coal mines  Underground mine supervisor of underground mines other than coal mines  Quarry manager of mines other than underground mines or coal mines  Cable Repair Signatory (previously known as a class B competent person (cable repairs)) |
| If known, certificate number: |  |
| If known, date on which the existing document was issued: |  |

## Reason for seeking a replacement

Provide a reason for seeking a replacement of an existing document (e.g. the original document was lost, stolen, damaged, or destroyed.)

|  |
| --- |
|  |

## 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. See the [fact sheet](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/665701/Guide-Applying-for-examinations-and-statutory-function-certificates-in-2019.pdf) for ‘How to certify documents’.

|  |
| --- |
| Group A documents: must have name, date of birth and place of birth |
| Birth certificate  (If your name has since changed, please *also* provide certified copy of change of name or deed poll 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 person's entitlement to a financial benefit |

## Fee payment

The fee for a replacement document is $40 per document (that is, to replace an existing practising certificate, certificate of competence or mutual recognition letter).

1. Please make your payment by credit card or debit card via the [website](https://replacementreg.eventbrite.com.au): <https://replacementreg.eventbrite.com.au>
2. When you have made payment, please provide details below to enable your application to be processed:
3. Date paid:       Receipt number:

## Declaration

I declare that:

* to the best of my knowledge, the information provided in this form and any attachment(s) to this form, is true and correct in every detail.
* I consent to the Department of Planning, Industry and Environment disclosing my personal information to the Mining and Petroleum Competence Board and any persons engaged for the purposes of managing certificates of competence and 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 (no electronic signatures) |  |
| 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*.

Clauses 144 and 150 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 provide for the cancellation of a practising certificate and certificate of competence if the certificate(s) were improperly obtained, whether on the basis of false or misleading information.

## Checklist

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

Completed all the relevant fields in the personal details section?

Provided all details of your existing certificate or mutual recognition letter?

Provided a reason for seeking a replacement?

Included certified copies of your identity verification documents?

Made payment online just prior to submitting application?

## Submitting the form

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

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

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

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