



# Form R102: Application for a 'Class P' Gasfitting Permit for Auto Gas Refuelling

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).

## Application 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.
- Permit fee for **one year**    OR     Permit fee for **five years**
- Applicant details and contact details completed.
- Proof of identification (**minimum of 100 points**) in accordance with the attached Fact Sheet.
- Application Type completed.
- Please attach proof of competency in accordance with the 'Evidence of competency' section on p.4 of the application form.
- Fit and proper declaration completed.
- Applicant declaration completed.

## 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:

[Class P Gasfitting Permit \(Form R102\)](#)

### 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

### 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

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

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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:  Gasfitting Training Permit number:

### 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 permit.

### Proof of Identification

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

### Application Type

Please indicate which gas type/s you are applying for:

- LP Gas  
 LN Gas  
 CN Gas

Please indicate which restriction/s you are applying for:

- Installing  
 Servicing  
 Decommissioning

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### Evidence of competency

Please provide:

- Attach evidence of successful completion of the following modules issued by an approved Registered Training Organisation within the last two years:
- Gas Standards Legislation.
  - Gas Safety.
  - Basic Combustion, Flueing and Exhaust Principles.

OR

- Confirmation you have held a Gasfitting Training Permit, Gasfitting Permit or Gasfitting Authorisation within the last two years.

Gasfitting Permit/Authorisation number:

- Attach appropriate evidence of current skills and knowledge to carry out the gasfitting work. Evidence provided will need to include, but not limited to:
- General CV including work history.
  - Documented evidence of past experience/prior learning.
  - Engineering or other relevant qualifications/trade certificate(s).
  - Compatible interstate licence.
  - Details of the type of work completed.
  - Copies of Notices of Completion and or Inspector's Certificates.

### 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

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

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

**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

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