

E111 – Mutual Recognition Application Form

Shotfirer, Licence to Use, Fireworks Operator, Explosives Driver Licence
Explosives Act 1999



Resources Safety & Health
Queensland

Important information on completing this application form

- This application form is intended for a person who holds an equivalent occupational authority in another state or territory and wants to apply for an equivalent licence in Queensland under the *Mutual Recognition (Queensland) Act 1992*.
- All licence applications received under mutual recognition are valid for one year only. To renew the licence after this period, the licence holder must obtain the mandatory competencies relevant for the type of licence from a Registered Training Organisation.
- Where documents are required to be certified, they must be a certified copy of the original document and be certified only by a lawyer, justice of the peace, notary public or commissioner for declarations.
- The information entered onto this form must be printed in blue or black ink.
- Each box in the relevant '**Required items**' sections of this form must be completed.
- The application form must be; completed in full, signed and dated.
- Ensure the correct fee(s) is paid for the licence period applied for (refer [Information Bulletin No 37](#)).

REQUIRED ITEMS: (tick if provided or cross if not provided)

- Payment or proof of payment of licence fee for selected period.
- A certified copy of a [F3712 – Medical certificate for motor vehicle driver](#) or an acceptable equivalent (i.e. any assessment form issued by a government agency assessing a person's fitness to drive) issued within the past 3 years and completed to commercial standards.
- A certified copy of your current Senior First Aid Certificate or equivalent, dated within the last 3 years (**for fireworks operators only**).
- Additional evidence to support equivalent explosives licence (where applicable).
- A completed statutory declaration (included at the end of this application) for more information on who can witness a statutory declaration and how, see this [web page](#).

SECTION 1 – INDIVIDUALS ONLY - Have you applied for, or do you hold, a current security clearance?

YES **SECURITY CLEARANCE NO:**
(Provide if known, first 8 digits only)

NO If **NO**, please note that your application may be refused unless you hold a valid security clearance when the licence application is being decided.

Individual applicant details:

Title: **First name:** **Middle name(s):** **Last name:**

Date of birth: **Place of birth:** **Current nationality:** **Gender:** Female Male

Drivers licence number: **Drivers licence state:** **Email:**

Business phone: **Private phone:** **Mobile phone:** **Emergency phone:**

Residential address: **Suburb or town:** **State:** **Post code:**

Postal address (Same as above): **Suburb or town:** **State:** **Post code:**

Continue to [section 2](#)

SECTION 2 – MUTUAL RECOGNITION DETAILS:

Using schedule 2 & 3 on the [Mutual Recognition \(Equivalence of Gaming and Other Occupations\) Declaration 2009](#) (Shotfirers or Pyrotechnicians) or schedule 2 on the [Mutual Recognition \(Equivalence of Driving and Property Occupations\) Declaration 2015](#) (Explosives Driver Licence) list the state or territory in which your current licence was issued, along with the licence name/type and category in **Column A – First Jurisdiction**. Also include any special conditions and/or restrictions exactly as stated on your licence. In **Column B – Second Jurisdiction (QLD)**, list the equivalent Queensland licence name/type(s) as shown in the schedule. Please note that in some cases more than one Queensland licence name/type may be required.

Column A – First Jurisdiction

Column B – Second Jurisdiction (QLD)

Applicant to list details of current licence in first jurisdiction

Applicant to list licence details of Queensland equivalent licence(s)

Continue to [section 3](#)

SECTION 3 – PRIVACY STATEMENT AND DECLARATION

Privacy statement

Resources Safety & Health Queensland collects personal information from you, including your name, contact details, biometric information and information about your eligibility for an occupational authority. We collect this information to process your application for an authority and for administering authorities generally. The *Explosives Act 1999* allows or authorises us to collect this personal information. Your information may be reproduced on your authority, used in the administration of your authority and may be shared with other persons, including other Australian and New Zealand explosives regulators. This may include publishing authority details, other than your contact details, in an online register of authority holders. Your information may also be used to provide you with explosives safety updates, for statistical research, for auditing purposes, evaluation and reporting of our services. We will only use your information for these purposes. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.

DECLARATION: I, as the individual applicant hereby make application and declare the information provided to be true and accurate to the best of my knowledge at this time. Should this application be successful, the applicant agrees to comply with the *Explosives Act 1999*, *Explosives Regulation 2017* and any conditions imposed.

- I acknowledge that any authorities issued to me may be suspended or cancelled if the security clearance held by me has expired, or is cancelled, suspended or surrendered.
- the disclosure of information will be subject to Commonwealth, State or Territory legislation where it applies, or the policy of the police service making disclosure, or both.

The applicant acknowledges that;

- it is an offence under Section 188 of the *Explosives Regulation 2017* to provide false or misleading information in any application for an authority or renewal of an authority; and
- under section 15, 16 & 16A of the *Explosives Act 1999*, the Chief Inspector may make inquiries about a person's appropriateness to hold an authority; and
- under section 17 of the *Explosives Act 1999*, the Chief Inspector must refuse an application for a security sensitive authority unless the applicant holds a security clearance; and
- under section 23(1)(a) of the *Explosives Act 1999*, an authority issued based on incorrect or misleading information may be cancelled.

Declaration under Section 19(2) of the *Mutual Recognition Act (Qld) 1992*

Please complete all sections.

- (a) I _____ hold a current _____ licence in the state of _____.
- (b) I wish to seek registration for the equivalent explosives licence _____ in the state of Queensland in accordance with the mutual recognition principle.
- (c) I hold a current substantive explosives licence/s for _____ and number in the state/s of _____.
- (d) I declare that I am not subject of disciplinary proceedings in any state (including preliminary investigations or actions that might lead to disciplinary proceedings) in relation to my occupation and explosives authority.
- (e) I declare that my explosives licence currently held in the state of _____ is not cancelled or currently suspended as a result of disciplinary action.
- (f) I declare that I am not otherwise personally prohibited from carrying out such activities associated with my current substantive explosives licence in the state of _____, and I am not subject to any special conditions in carrying out these activities, as a result of criminal, civil or disciplinary proceedings in any other state.
- (g) I specify that the following special condition/s is/are enforced on my current substantive explosives licence held in the state of _____. List condition/s as stated on the licence:

- (h) I give consent for the regulatory authority in the state to which I am making application, this being the Explosives Inspectorate, Resources Safety and Health Queensland, to the making of enquiries of, and the exchange of information with, the authorities of any state regarding my activities in the relevant occupation or occupations or otherwise regarding matters relevant to the notice.
- (i) I declare that I have accompanied this notice, a certified copy of my current substantive explosives licence for the state of _____.
- (j) I declare that the accompanying document/s is/are the original or a complete and accurate copy of the original and have been certified by an authorised person to do so.
- (k) I declare that any supporting information that I have included with this notice as evidence of my existing substantive explosives licence for the state of _____ and is/are the original or a complete and accurate copy of the original and have been certified by an authorised person to do so.
- (l) Any statements and/or other information that I have provided with this notice has been verified by a Statutory Declaration.
- (m) I give permission for the Explosives Inspectorate to amend the notice after it has been lodged.

Title:

First name:

Last name:

SIGNATURE (PLEASE SIGN WITHIN BOX)

DATE

Form 1

Oaths Act 1867 (sections 13C, 13E, 14)

Version 2: approved for use from 30 April 2022

Statutory Declaration (Queensland) Print Version

This form allows you to make a statutory declaration under the *Oaths Act 1867* in Queensland. A statutory declaration is a written statement that is declared to be true in the presence of an authorised witness. In this document, you are referred to as the signatory or declarant.

Making a false statement in a statutory declaration is a criminal offence. If your statutory declaration is based on information or belief, you should state the sources of your information or the grounds for your belief. You can also attach documents to your statutory declaration to support your statement.

At the back of this form, you will find an explanatory guide about who can witness your statutory declaration. In some cases, you may need a **special witness** to witness your statutory declaration.

You can print this document and sign it on paper before any authorised witness. You can **electronically sign this document only if it is witnessed by a special witness or other authorised person. You can have this document witnessed over audio visual link (e.g. videoconference) only if it is witnessed by a special witness.**

You may direct another person to sign your statutory declaration for you – this person is called a **substitute signatory**. The witness must observe you directing the substitute signatory to sign the document for you. At the back of this form, you will find an explanatory guide about who can act as your substitute signatory, and who can witness your statutory declaration if a substitute signatory signs for you.

Forms and explanatory guides are available at
www.publications.qld.gov.au/dataset/statutory-declaration



Queensland
Government

Form 1
QUEENSLAND
Oaths Act 1867

STATUTORY DECLARATION

I, _____ [insert full name],

of _____ [insert address],

do solemnly and sincerely declare that:

1. I am applying to recognise a licence in accordance with the mutual recognition principle under the Mutual Recognition (Queensland) Act 1992.
2. The statements and other information included in the mutual recognition application form for equivalent occupational authority and the documents I have provided are true and correct in every particular.
3. I have provided the original instrument or a copy of the original instrument evidencing my existing registration in this occupation (or if there is no such instrument, I have provided sufficient information to identify me and my registration).
4. I am not the subject of any disciplinary proceedings in any State or Territory (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to this occupation.
5. My registration in this occupation is not cancelled or currently suspended in any State or Territory as a result of disciplinary action.
6. I am not otherwise personally prohibited from carrying on this occupation in any State or Territory.
7. I am not subject to any special conditions in carrying out this occupation, as a result of criminal, civil or disciplinary proceedings in any State or Territory.
8. I give consent to the making of inquiries of, and the exchange of information with, the authorities of any State or Territory regarding my activities in this occupation or otherwise regarding matters relevant to the application.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.

I state that:

- A. This declaration was made in the form of an electronic document.*¹ *cross-out if not applicable*
- B. This declaration was electronically signed.*² *cross-out if not applicable*
- C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*.*³ *cross-out if not applicable*

DECLARED by

.....
[insert full name of declarant]

.....
[signature of declarant /
substitute signatory*]

at
[insert place where declarant is located]

.....
[date]

**Signed for and at the direction of the
declarant by***

.....
[insert full name of substitute signatory]*

**cross-out if not applicable*

In the presence of:

.....
[insert full name of witness]

.....
[signature of witness]

.....
[insert type of witness]⁴

.....
[date]

.....
[insert name of law practice / witness's
place of employment]⁵

**cross-out if not applicable*

For special witnesses to complete – Tick as applicable

- I am a **special witness** under the *Oaths Act 1867*.
(see section 12 of the *Oaths Act 1867*)
- This document was made in the form of an electronic document.⁶
- I electronically signed this document.⁷
- This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by audio visual link and have complied with those requirements.⁸

**** IMPORTANT NOTE ****

**PLEASE COMPLETE THE NEXT PAGE TITLED
“HOW THIS DOCUMENT WAS MADE”.
PLEASE ATTACH THIS PAGE TO YOUR STATUTORY DECLARATION.**

The footnotes are to assist in the completion of the form and can be deleted once complete.

¹ Include this statement if you electronically signed the document or if you physically signed the document over audio visual link and then sent a scanned copy of that document to the witness. Cross out if not applicable.

² Include this statement if you or your substitute signatory electronically sign the document using an accepted method under the *Oaths Act 1867*. Cross out if you signed the document on paper.

³ Include this statement if the document was made over audio visual link. Cross out if not applicable.

⁴ Insert the witness's capacity that makes them eligible to witness the statutory declaration, including as a special witness under section 16C or part 6A of the *Oaths Act 1867*. For example, Australian legal practitioner, lawyer, justice of the peace, commissioner for declarations, notary public, a justice of the peace or commissioner for declarations approved by the Chief Executive under section 12(2) of the *Oaths Act 1867*, government legal officer, etc.

⁵ For example, the name of the law practice for the Australian legal practitioner, the name of the government department of the government legal officer, the name of the law practice for a justice of the peace who witnesses documents for a law practice, etc.

⁶ Tick this box if you electronically signed the document or if you physically signed the document and sent a scanned copy of that document to the declarant.

⁷ Tick this box if you electronically sign the document using an accepted method under the *Oaths Act 1867*. Do not include this statement if you signed the document on paper.

⁸ Tick this box if the statutory declaration was made over audio visual link.

HOW THIS DOCUMENT WAS MADE

Please attach this page to your statutory declaration

NOTE: FAILURE TO COMPLETE THIS TABLE DOES NOT INVALIDATE THE DOCUMENT

The signatory (declarant) or substitute signatory must complete this section

SIGNATORY / SUBSTITUTE SIGNATORY to complete	
Who signed this declaration?	
<input type="checkbox"/>	the signatory (declarant)
<input type="checkbox"/>	a substitute signatory
How did the signatory/substitute signatory sign?	
<input type="checkbox"/>	on paper
<input type="checkbox"/>	electronically
How was this declaration witnessed?	
<input type="checkbox"/>	in person
<input type="checkbox"/>	over audio visual link

The witness must complete this section

WITNESS to complete	
How did you (the witness) sign this document?	
<input type="checkbox"/>	on paper
<input type="checkbox"/>	electronically
What document did you (the witness) sign?	
<input type="checkbox"/>	The same physical (paper) document that was signed in the presence of the signatory/substitute signatory
<input type="checkbox"/>	A copy of the document that was signed by the signatory/substitute signatory (e.g a scanned copy of a paper signed document, a photocopy or printout)
<input type="checkbox"/>	A counterpart of the document (a copy of the document without the signature of the signatory/substitute signatory)
What form of document did you (the witness) sign?	
<input type="checkbox"/>	paper
<input type="checkbox"/>	electronic (tick this if you electronically signed the document or if you physically signed a copy of the document signed by the signatory/substitute signatory and then sent a scanned copy of that document to the signatory or other person)
How was the substitute signatory directed to sign (if applicable)?	
<input type="checkbox"/>	in person by the signatory
<input type="checkbox"/>	over audio visual link by the signatory

This is a guide only and is intended to provide general information. Please delete once complete.

WHO CAN WITNESS A STATUTORY DECLARATION IN QUEENSLAND

A statutory declaration under the *Oaths Act 1867* in Queensland must be signed in the presence of an eligible witness. Who can witness a statutory declaration depends on how the document is signed (whether on paper or electronically), and whether the witness is present in person or by audio visual link.

Signing in the physical presence of witness

If the statutory declaration is to be signed on paper and in person, the witness can be:

- a justice of the peace (JP)
- a commissioner for declarations (Cdec)
- a notary public
- a lawyer
- a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State
- another person prescribed by regulation.

Signing electronically or witnessing over audio visual link

If the statutory declaration is to be:

- signed electronically (whether witnessed in person or by audio visual link); or
- witnessed over audio visual link (whether signed on paper or electronically),

the witness must be a **special witness or another person prescribed by regulation**.

A **special witness** is:

- an Australian legal practitioner
- a government legal officer who is an Australian lawyer and who witnesses documents in the course of the government work engaged in by the officer
- an **approved JP**
- an **approved Cdec**
- if the document was prepared by a law practice – a JP or Cdec who is employed by the law practice and who witnesses documents in the course of that employment
- a notary public
- if the document was prepared by the Public Trustee of Queensland - a JP or Cdec who is an employee of the Public Trustee.

This is a guide only and is intended to provide general information. Please delete once complete.

WHO CAN SIGN A STATUTORY DECLARATION AS A SUBSTITUTE SIGNATORY

A substitute signatory is a person directed by the signatory to sign the statutory declaration on their behalf. The person who witnesses the statutory declaration must also observe the signatory giving the direction to the substitute signatory – this may occur in person or by audio visual link.

Who can't be a substitute signatory

If your declaration is to be witnessed over audio visual link or you are directing another person by audio visual link to sign the document for you, the following persons are excluded from signing as a substitute signatory:

- If the statutory declaration is to be used in a court or tribunal proceeding – a person who is another party to the proceeding, or a relation of a person who is another party to the proceeding.
- The person who witnesses the statutory declaration
- A person excluded under any other law from signing the document as a substitute signatory.

Who can be a substitute signatory

- Any adult with capacity can be a substitute signatory, except for those persons excluded above.
- If the signatory directs the substitute signatory over audio visual link to sign the document (i.e. they are not physically in each other's presence when the direction is given), then the substitute signatory must be:
 - any Australian legal practitioner
 - a government legal officer who is an Australian lawyer and who witnesses documents in the course of the government work engaged in by the officer
 - an employee of the Public Trustee of Queensland.

Note that whenever audio visual links are used to make, sign or witness a document (regardless of whether the witness or substitute signatory is present by audio visual link), the document must be witnessed by a **special witness** (refer above).