

## Form 204

### Multiple registrations of an item of plant on a mine site

This form and attachment is for multiple pressure vessels & boilers on one mine site location only

Form 204 is to be completed in conjunction with explanatory notes and Form 204 Annexure

1. APPLICATION FOR REGISTRATION	
<p>Are any items of plant captured in this form and annexure ALREADY registered in another state or territory of Australia under a corresponding Work Health and Safety law?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If YES, <b>do not</b> include items of plant ALREADY registered in another state or territory of Australia under a corresponding Work Health and Safety law in this application.</p> <p>Items of plant ALREADY registered in another state or territory under corresponding Work Health and Safety laws <b>do not need to be registered in WA.</b></p> <p>For plant located outside WA: If the item of plant is not located in WA, the applicant must demonstrate the particular circumstances that exist to justify the grant of the registration. <b>Please attach written justification.</b></p>	
2. APPLICANT DETAILS. <i>Note: Only a person with management or control of an item of plant may apply to the regulator for the registration of that item of plant. 'Person' includes an individual or a body corporate applicant. The mine operator as per the meaning of Regulation 5C of the Work Health and Safety (Mines) Regulations 2022 is required to complete this form</i>	
<p><b>2.1 Type of applicant</b> – select the entity type ('Individual' or 'Body corporate'). Complete applicant details for one entity type only – complete either 2.2 or 2.3.</p>	
<p><b>2.2</b> <input type="checkbox"/> Individual (<b>Mine Operator</b>)</p>	<p><b>2.3</b> <input type="checkbox"/> Body corporate / company (<b>Mine Operator</b>)</p>
<b>First name</b>	<b>Name of company</b>
<b>Surname</b>	<b>Contact person</b>
<b>Business name (t/as) if applicable</b>	<b>Business name (t/as) if applicable</b>
<b>ABN</b>	<b>ACN</b>
<b>Address</b>	<b>Registered address (cannot be a PO Box)</b>
Street	Street
Suburb Post code	Suburb Post code
<b>Email</b>	<b>Email</b>
<b>Phone</b>	<b>Phone</b>
<p><b>Proof of identification</b></p> <p>Please attach a copy (does not need to be certified) of photo identification, such as a drivers licence or passport.</p>	<p><b>Proof of company registration</b></p> <p>Please attach proof of registration of the body corporate, such as a copy of the certificate of registration issued by the Australia Government Business Registration Service.</p>
<p><b>Reside in WA</b></p> <p>Regulation 269(2)(d) generally requires a person applying to register an item of plant to reside in WA. Do you reside in WA?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO – You must demonstrate the particular circumstances that exist to justify the grant of the registration. <b>Please attach written justification.</b></p>	<p><b>Registered office in WA</b></p> <p>Regulation 269(2)(e) generally requires that the company applying to register an item of plant to have a registered office in WA. Does the company have a registered office in WA?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO – The company must demonstrate the particular circumstances that exist to justify the grant of the registration. <b>Please attach written justification.</b></p>

### 3. EMAIL DETAILS FOR RECEIPT OF REGISTRATION DOCUMENT (if different from above)

**Email** *(Authorisations will be issued electronically, so you must provide a valid email address)*

### 4. APPLICANT DECLARATION

#### False and misleading information

Section 268 of the Work Health and Safety Act 2020 provides for penalties of up to \$12,500 where a person knowingly gives information that is false or misleading.

#### Competent person

A 'competent person' is defined in regulation 267 of the Work Health and Safety (General) Regulations 2022. The applicant must ensure that a person with the qualifications or knowledge as prescribed in regulation 267 has inspected the plant.

I

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*(Full name of applicant / authorised representative of a body corporate applicant)*

1. Declare that I do not hold an equivalent registration under a corresponding Work Health and Safety law for this item of plant;
2. Confirm that the items of plant that are listed in the attached Form 204 Annexure has been inspected by a competent person and assessed by that person as safe to operate;
3. Consent to the regulator making enquires and exchanging information with government agencies and regulators in other jurisdictions regarding any matter relevant to this application; and
4. Hereby make an application for registration of an item of plant in accordance with regulation 266 of the Work Health and Safety (General) Regulations 2022.
5. I can confirm there is **(please provide number)**..... items of plant listed in the attached Form 204 Annexure.

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**Applicants signature**

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**Date**

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Complete the question on the form & annexure using the explanatory note number corresponding to the section number on the application form.

Answer the questions on the form by crossing either the YES ☐ or NO ☐ box.

Completed application forms must be submitted by email to:

whsplantdesign@lgirs.wa.gov.au

If you need further information, contact WorkSafe:

Phone: 1300 424 091

Email: whsplantdesign@lgirs.wa.gov.au

Web: <https://www.wa.gov.au/government/multi-step-guides/plant-and-design-registration>

## FORM SECTIONS & CORRESPONDING EXPLANATORY NOTES

1. APPLICATION FOR REGISTRATION
2. APPLICANT DETAILS
3. EMAIL DETAILS FOR REGISTRATION DOCUMENT
4. APPLICANT DECLARATION
5. PLANT DETAILS (ANNEXURE)
6. DESIGN REGISTRATION DETAILS (ANNEXURE)
7. ADDITIONAL PLANT DETAILS (ANNEXURE)
8. HOW TO SUBMIT AN APPLICATION
9. TABLE OF PLANT REQUIRING REGISTRATION

## 1 APPLICATION FOR REGISTRATION

A person with management or control of an item of plant may apply for the registration of an individual item of plant of a kind set out in Schedule 5 Division 2 of the regulations.

If the plant is already registered under a corresponding Work Health and Safety law, it does not need to be registered in WA: regulation 269.

**1.1 Plant located outside WA:** if the plant is not located in WA, you must provide justification for making application for registration of the plant in WA. You will be required to demonstrate that circumstances exist that justify the grant of the registration. See regulation 269(2)(c)(ii).

## 2 APPLICANT DETAILS

The applicant is responsible for the accuracy of the information in the application. Any queries concerning the application will be directed to the applicant.

The applicant must be the person with the management or control of the item of plant.

### 2.1 Type of applicant

The owner must be a legal entity that is either an individual, or a body corporate such as a registered company.

### 2.2 & 2.3 Name of applicant

Complete **only one** section.

2.2 for an individual applicant.

2.3 for a body corporate such as a registered company.

### Contact person

A contact name should be provided for queries concerning the application for a body corporate.

### ABN of applicant *(if applicable)*

Where the applicant is an individual, provide the Australian Business Number (ABN) if the applicant is trading under a business name.

### ACN of applicant

Where the applicant is a registered company, provide the Australian Company Number (ACN).

### Address / Registered address

For an individual: provide address.

For a body corporate: provide the registered address of the company.

Email address should be provided for queries concerning the application.

Phone number should be provided for queries concerning the application.

#### Proof of identification

If the applicant is a body corporate you must attach a copy of a certificate or provide written evidence of the registration of the business.

If the applicant is an individual you must provide a copy of photographic identification.

### Reside or registered office in WA

Under Regulation 269, the regulator must be satisfied about the following:

If the applicant is an individual, the applicant —

- resides in the State; or
- resides outside the State and circumstances exist that justify the grant of the registration;

If the applicant is a body corporate, the applicant's registered office —

- is located in the State; or
- is located outside the State and circumstances exist that justify the grant of the registration.

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## 3 EMAIL ADDRESS FOR REGISTRATION DOCUMENT

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If the decision is to approve the application, the registration document will be emailed to the email address listed in this section. If it is the same email address as that listed under the 'Applicant details' section, you may leave this section blank, or indicate 'as above'.

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## 4 APPLICANT DECLARATION

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A declaration by the person with management or control of an item of plant that the information provided is true and correct for the registration of an individual item of plant of a kind set out in Schedule 5 Division 2 of the regulations

Section 268 of the Work Health and Safety Act 2020 provides for penalties of up to \$12 500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular. By signing this application form you declare that the information and documents you have provided in support of your application are true and correct

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## 5 PLANT DETAILS (ANNEXURE)

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Refer to SECTION 9 Table of Plant details for the appropriate plant details.

### A. Kind of plant

Pressure vessel and boiler plant are the only kind of plant accepted on Form 204 applications. Pressure vessel plant should be entered into the annexure's "Pressure Vessels" sheet while boiler plant should be entered on the "Boiler" sheet.

Refer to SECTION 9 Table of Plant Requiring Registration.

## 5.1 Plant Registration Number

Enter the plant registration number, if applicable.

## 5.2 SG Location Number

Enter the SG Location Number for the workplace where the plant is located.

## 5.3 Site address of plant

Enter the visiting address of the workplace where the plant is located.

For fixed plant, this is the workplace where the plant is physically located.

For itinerant plant, this is the workplace where the plant is based.

## 5.4 Location of plant on site

Enter the physical location of the fixed item of plant within the workplace.

*Example: Boiler house or Workshop*

For mobile plant indicate – Itinerant

## 5.5 Plant type

The plant type is the description used to distinguish the different types of each kind of plant.

Refer to SECTION 9 Table of Plant Requiring Registration.

## 5.6 Plant description

Include a brief description of the plant if appropriate. This may include the manufacturer model number and model name.

*Example:*

*Air Receiver, Model Atlas 12345*

## 5.7 Serial number

Enter the serial number of the plant.

## 5.8 Manufacturer

Enter the name of the original manufacturer of the plant.

## 5.9 Year of manufacture

Enter the year in which the plant was originally manufactured.

## 5.10 Date first registered or commissioned

The date that the item of plant was first commissioned or was first registered, if known, whichever occurred first.

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## 6 DESIGN REGISTRATION DETAILS (ANNEXURE)

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### 6.1 Design registration number

Enter the design registration number of the plant.

## 6.2 State

Enter the state or territory in which the design was registered.

## 6.3 Design standard

Enter the published technical standards and engineering principles used in the design.

Example: AS1210-2010

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## 7 ADDITIONAL PLANT DETAILS (ANNEXURE)

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Each different kind of plant has a number of specific details, which should be included in the application form. Refer to the following list of additional details for your kind of plant. Include the description from the list plus the values in the corresponding numbered space of the application form.

### Additional details for each kind of plant

#### Boilers

1. Hazard level (A, B, C)
2. Class (If applicable)
3. Volume (m<sup>3</sup>)
4. Design pressure (kPa)
5. Power output (kW)

#### Pressure Vessels

1. Hazard level (A, B, C)
2. Class (If applicable)
3. Volume (m<sup>3</sup>)
4. Design pressure (kPa)

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## 8 HOW TO SUBMIT AN APPLICATION

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**Email:** [whsplantdesign@lgirs.wa.gov.au](mailto:whsplantdesign@lgirs.wa.gov.au)

Email the application – do not send more than once.

Provide in the following when submitting by email

- The completed and signed application Form 204 with the Form 204 Annexure and any supporting documentation.
- Provide email and phone number of payment holder details (required for payment)

### What happens after I submit an application for multiple registrations of an item of plant on a mine site?

When you have submitted your application via email to [whsplantdesign@lgirs.wa.gov.au](mailto:whsplantdesign@lgirs.wa.gov.au), your application will be processed and reviewed. A licensing officer will contact the payment holder for payment.

## 9 TABLE OF PLANT REQUIRING REGISTRATION

Schedule 5 Division 2 Work Health and Safety (General) Regulations 2022	
Kind of Plant	Plant Type
Boiler	Electric
	Fire tube
	Water tube
	Miscellaneous
Pressure vessel	Air receiver
	Gas receiver
	Heat exchanger
	Refrigeration
	Autoclave
	Other