

Form 201

Registration of an item of plant

Regulations 265, 266 Work Health and Safety (General) Regulations 2022

All parts to be completed in conjunction with explanatory notes

1. APPLICATION FOR REGISTRATION

Is this item of plant exclusively for use on a mine site?

☐ YES ☐ NO

If YES, provide name of the mine operator in section 6 under applicant details

Is this item of plant ALREADY registered in another state or territory of Australia under a corresponding Work Health and Safety law?

Yes: ☐ No: ☐

If YES, you **do not** need to complete this registration form.

Items of plant ALREADY registered in another state or territory under corresponding Work Health and Safety laws **do not need to be registered in WA.**

1.1 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. **Please attach written justification.**

2. PLANT DETAILS

2.1 Kind of Plant

(refer to section 10 of explanatory notes)

2.2 Plant Type

(refer to section 10 of explanatory notes)

2.3 Plant Description

2.4 Serial Number

2.5 Manufacturer

2.6 Year of Manufacture

2.7 Site Address of plant

Suburb

State

Post Code

2.8 Location of plant on site

3. DESIGN REGISTRATION DETAILS *Please provide the details of the design registration for this item of plant.*

3.1 Design registration number

3.2 State of registration

3.3 Design standard

4. ADDITIONAL PLANT DETAILS (see section 4 explanatory notes)

1)

2)

3)

4)

5)

6)

5. DATE PLANT FIRST COMMISSIONED or REGISTERED

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

5.1 First commissioned

5.2 First registered

PLANT TEAM USE ONLY

	Initial	Date	COM	OK
Pre check				
To issue				

6. APPLICANT DETAILS **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.

6.1 Type of applicant – select the entity type ('Individual' or 'Body corporate'). Complete applicant details for one entity type only – complete either 6.2 or 6.3.

6.2 <input type="checkbox"/> Individual	6.3 <input type="checkbox"/> Body corporate / company
First name	Name of company
Surname	Contact person
Business name (t/as) if applicable	Business name (t/as) if applicable
ABN	ACN
Address Street Suburb Post code	Registered address (cannot be a PO Box) Street Suburb Post code
Email	Email
Phone	Phone
Proof of identification Please attach a copy (does not need to be certified) of photo identification, such as a drivers licence or passport.	Proof of company registration 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.
Reside in WA Regulation 269(2)(d) generally requires a person applying to register an item of plant to reside in WA. Do you reside in WA? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO – You must demonstrate the particular circumstances that exist to justify the grant of the registration. Please attach written justification.	Registered office in WA 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO – The company must demonstrate the particular circumstances that exist to justify the grant of the registration. Please attach written justification.

7.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)

8. 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 _____
(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 item of plant 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.

Applicants signature

Date

Method of payment

Please note; The reduced fee for mining applications only apply to the mine operator and plant used exclusively on a mine site

TAX INVOICE: Department of Local Government, Industry Regulation and Safety - ABN 48 723 237 878

(Note: Registration of Item of Plant fees are GST exempt under Division 81 Determination New Tax System [GST Tax] (Exempt taxes and fees and charges) Determination 2000 No 3)

CREDIT CARD PAYMENT DETAILS (Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	(Only Visa and Mastercard accepted)
Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Holder	<input type="text"/> Please print		
Expiry Date	<input type="text"/>	<input type="text"/>	I authorise the Department to deduct the current prescribed fee*
Signature / Authorisation	<input type="text"/>	Date	<input type="text"/>
Cardholder's contact phone number:	<input type="text"/>		

*Fees are subject to change on 1 July of each year

Applications cannot be accepted by email to ensure privacy of payment details.

You may lodge your completed application:

By Post:

Licensing Services
Department of Local Government,
Industry Regulation and Safety
Locked Bag 14, Cloisters Square
PERTH WA 6850

In Person:

LGIRS
Level 1, Mason Bird Building
303 Sevenoaks Street, Cannington
Opening hours: 8.30am - 4.30pm, Monday to Friday
Enquiries: 1300 424 091

CASHIER USE ONLY			
Total Fee	\$	Chart Description	<input type="checkbox"/> Registration of an Item of Plant (General)
Department Code	WL		<input type="checkbox"/> Registration of an Item of Plant (Mines)

Form 201

Registration of an item of plant

Regulations 265, 266 Work Health and Safety (General) Regulations 2022

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Complete the question on the form 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 can be submitted:

In person:

Department of Local Government, Industry Regulation and Safety (LGIRS)
Level 1, 303 Sevenoaks Street Cannington, WA 6017

By mail:

Licensing Services
Department of Local Government,
Industry Regulation and Safety
Locked Bag 14, Cloisters Square
PERTH WA 6850

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. PLANT DETAILS
3. DESIGN REGISTRATION DETAILS
4. ADDITIONAL PLANT DETAILS
5. DATE OF ITEM OF PLANT FIRST COMMISSIONED OR REGISTERED
6. APPLICANT DETAILS
7. EMAIL DETAILS FOR REGISTRATION DOCUMENT
8. APPLICANT DECLARATION
9. HOW TO SUBMIT THE APPLICATION
10. TABLE OF PLANT DETAILS

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 PLANT DETAILS

Refer to SECTION 10 Table of Plant details for the appropriate plant details.

2.1 Kind of plant

Refer to SECTION 10 Kinds of plant (Schedule 5 Division 2).

2.2 Plant type

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

Refer to SECTION 10 Plant Type.

2.3 Plant description

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

Example:

Hitachi Sumitomo Hydraulic Crawler Crane, Model SCX 2500

2.4 Serial number

Enter the serial number of the plant.

2.5 Manufacturer

Enter the name of the original manufacturer of the plant.

2.6 Year of manufacture

Enter the year in which the plant was originally manufactured.

2.7 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.

2.8 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

3 DESIGN REGISTRATION DETAILS

3.1 Design registration number

Enter the design registration number of the plant.

3.2 State

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

3.3 Design standard

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

Example: AS1210-2010

4 ADDITIONAL PLANT DETAILS

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

Amusement Devices

1. Class of device (2, 3, 4, 5)
2. Number of persons
3. Maximum person speed (m/s)
4. Kilowatt rating (kW)

Boilers

1. Hazard level (A, B, C)
2. Class (1, 2, 3)
3. Volume (m³)
4. Design pressure (kPa)
5. Power output (kW)

Building Maintenance Units

1. Type (A, B, C)
2. Rated load (kg)
3. Maximum suspension height (m)

Lifts

1. Number of persons
2. Rated load (kg)
3. Travel distance (m)
4. Number of levels served

Escalators and Moving Walkways

1. Rated capacity (persons per hour)

2. Travel length (m)
3. Incline angle (degrees)

Mobile Cranes

1. Rated capacity (t)
2. Maximum boom length (m)

Pressure Vessels

1. Hazard level (A, B, C)
2. Class (1, 2A, 2B, 3)
3. Volume (m³)
4. Design pressure (kPa)

Tower Cranes

5. Rated capacity (t)
6. Maximum boom length (m)
7. Maximum height under hook (m)

Concrete placing booms

1. Maximum boom length (m)
2. Maximum pump capacity (m³ per hour)

EXAMPLE:

SECTION 2.1

Mobile Crane

SECTION 9

- | | |
|------------------------|-----------------------------|
| 1) Rated capacity 20 t | 2) Maximum boom length 25 m |
|------------------------|-----------------------------|

5 DATE FIRST REGISTERED OR COMMISSIONED

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

6 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.

6.1 Type of applicant

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

6.2 & 6.3 Name of applicant

Complete **only one** section.

6.2 for an individual applicant.

6.3 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.

7 EMAIL ADDRESS FOR REGISTRATION DOCUMENT

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'.

8 APPLICANT DECLARATION

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

9 HOW TO SUBMIT THE APPLICATION

*Fees are subject to change on 1 July of each year

Please note; The reduced fee for mining applications only apply to the Mine operator and plant used exclusively on a mine site

DO NOT EMAIL YOUR APPLICATION

Applications cannot be accepted by email to ensure privacy of payment details.

You may lodge your completed application:

By Post:

Licensing Services
Department of Local Government,
Industry Regulation and Safety
Locked Bag 14, Cloisters Square
PERTH WA 6850

10 TABLE OF PLANT REQUIRING REGISTRATION

Schedule 5 Division 2 Work Health and Safety (General) Regulations 2022	
Kind of Plant	Plant Type
Amusement device	Inflatable structure Patron operated ride Rail based ride Rotating ride Other
Boiler	Electric Fire tube Water tube Miscellaneous
Building maintenance unit	Building maintenance unit
Lift	Passenger and goods lift – Electric Passenger and goods lift – Hydraulic Service lift Escalator Moving walkways Stairway lift Inclined lift Special purpose industrial lift Lift for persons with limited mobility – Manually powered Low-rise platform for passengers Low-rise passenger lift – Non-automatically controlled Lift for persons with limited mobility – Automatically controlled Lift for people with limited mobility – Water-drive
Mobile cranes with a rated capacity of greater than 10 tonnes	Articulated crane Crawler crane Trailer mounted crane Truck mounted crane Vehicle self loading crane
Pressure vessel	Air receiver Gas receiver Heat exchanger Refrigeration Autoclave Other
Tower crane including self-erecting tower cranes	Articulated jib crane Luffing crane Self-erecting crane Trolley jib crane
Concrete placing booms	Truck-mounted concrete placing unit with boom Trailer mounted concrete placing booms Other