



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

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 completion in accordance with the 'Evidence of competency' section on p.4 of the application form.

Fit and proper declaration completed and police check attached if required.

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.wa.gov.au/media/50140/download?inline>

or through cheque or money order made payable to –
Department of Energy, 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.

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After your application is lodged

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

If you need more information about the status of your application please contact Licensing Services on:

Telephone: (08) 6251 2963

Email: gaslicensing@demirs.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

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 information relevant to your registration.

Proof of Identification

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

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

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

*An applicant who discloses criminal convictions **is required to provide an Australian Police check** from a DEMIRS authorised provider no more than three months old at the time of lodgement.

DEMIRS Authorised National Police check providers [Police Checks](#)

No

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 (FULL NAME OF APPLICANT)

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 (for maiden name only)
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

Name and Date of Birth 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.