



CHANGE TO LICENCE DETAILS NOTIFICATION (CLDN)

Dangerous Goods Safety Act 2004 and regulations

ABN: 48 723 237 878

You must inform the Department within 14 days of any material changes to information provided with your licence, or DGSC application. Penalties apply for failure to do so, including:

- Change of residential, business or postal address
- Change to contact details
- Change to licence holder's name (individual, body corporate, partnership or trust)
- Change to business trading name

The licence holder must complete and submit the form with required supporting information (see section 5 for required supporting information). Lodgement details provided over.

For a dangerous goods and explosives driver licence, shotfirer licence and dangerous goods security cardholder changes must be made online through the Safety Regulation System (SRS) - refer to section 6 for information to access SRS.

For non-personal licence amendments and transfers, please refer to www.lgirs.wa.gov.au/Dangerous-Goods for the application form appropriate to the licence type.

1. CONFIRM EXISTING LICENCE DETAILS

Licence holder must confirm existing details for verification

Confirm existing licence holder name (name as shown on licence)

Confirm existing residential or business street address

Unit no. Street no. Lot no. Street Type

Town / suburb State Postcode

Confirm existing postal address

Unit no. Street no. Lot no. PO box Street Type

Town / suburb State Postcode

Confirm existing contact details

Phone no. Mobile no.

Email

2. LICENCE NUMBER/S AFFECTED BY THE CHANGE

Enter licence number(s) e.g. ETS012345. If insufficient space please attach a separate sheet.

It is the responsibility of the licence holder to ensure all licence numbers affected by the change are provided. Licensing Services can only amend licence numbers provided on this form.

3. CHANGE TO ADDRESS DETAILS

a. Change to residential or business street address

Unit no. Street no. Lot no. Street Type
Town / suburb State Postcode

b. Change to postal address

Unit no. Street no. Lot no. PO box Street Type
Town / suburb State Postcode

c. Change to contact details

Phone no. Mobile no.
Email

4. CHANGE TO NAME DETAILS

a. Change to individual name

Surname Given names
Date of birth

b. Change to body corporate, partnership or trust

Please tick relevant box Body corporate Partnership Trust

Name
ACN

c. Change to business (trading) name only – This is not the licence holder name.

Name
ACN
Previous name in full (if applicable)

5. DECLARATION

I understand by submitting this application:

- I am certifying the information provided and the documents submitted in support of it, are true and correct, and
- I understand that providing false or misleading information in an application is an offence, and
- All future correspondence from the Department in relation to this application will be received electronically.

Name and position of person making declaration

Date of declaration

5. SUPPORTING INFORMATION

The following applicable proof of identity evidence must be lodged with your submission.

Individual

Change by choice

- Change of name document issued by government registry

Marriage

- Marriage certificate issued by government registry

Divorce

- Birth certificate issued by government registry, and
- Divorce order issued by a court, and
- Document showing the new name, or
- Where no physical evidence of the change exists, attach a statutory declaration outlining the circumstances of the change.

Body corporate

- Certificate of registration of change of name issued by the Australian Securities and Investments Commission.

Partnership

- Evidence of the partnership including name, home address and contact details of **all** partners and the business in which the partnership is engaged in, and
- Statutory declaration from each partner confirming the new name of the partnership

Trust

- Evidence of the trust which states the name of the trust, and
- Name, home address and contact details of one of the trustees, and
- If the nominated trustee is a body corporate or partnership, the documents listed for a body corporate or partnership are also required.

6. APPLICATION LODGEMENT

Licence or card type	Lodgement options
For licence types other than those listed below	<p>Complete this form and submit with the required supporting information.</p> <p>By email csso@lgirs.wa.gov.au</p> <p>By post Department of Local Government, Industry Regulation and Safety Dangerous Goods Licensing Branch Locked Bag 14 Cloisters Square Perth WA 6850</p> <p>In person Department of Local Government, Industry Regulation and Safety Level 1, 303 Sevenoaks Street, Cannington (Entrance on Grose Avenue) Office hours: 8.30 am to 4.30 pm Telephone: (08) 6251 2300 Option 2</p>
Dangerous goods driver licence Explosives driver licence Shotfirer licence Dangerous goods security card	<p>Changes to personal details (e.g. change of name, change to address and date of birth correction) must be updated via the Safety Regulation System (SRS).</p> <ul style="list-style-type: none"> • If you have an existing SRS Ex account, log on to SRS Enter your ex-account number and password • If you are a new user go to SRS new user Register for an ex-account number and update your personal details

Incomplete applications cannot be processed and may be returned.