

## HIGH RISK WORK LICENCE APPLICATION INSTRUCTIONS

Congratulations on completing of your high risk work training course!

### How to apply for your high risk work licence

#### Application types:

There are three different applications that may apply:

1. Application for a new high risk work licence
2. Application to add a class to an existing WA licence
3. Application to transfer an interstate licence and add a class

Application forms can be found online at: <https://www.wa.gov.au/government/multi-step-guides/high-risk-work-licensing>

#### Application pro tips

- Check that the application form is completed in full – incomplete applications cannot be processed
- Attach a passport quality photograph (not required to add a class to an existing licence)
- Make sure your application is received by the Department within 60 days of being issued your Notice of Assessment.

#### Online (limited options)

New and interstate transfer applications can be submitted online. Applications to add a class to an existing licence must be submitted by post or in person.

#### By post

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

#### In person

Department of Local Government, Industry Regulation and Safety  
Level 1, Mason Bird Building  
303 Sevenoaks Street, Cannington Office  
Opening hours: 8.30am - 4.30pm, Monday to Friday

#### When you can start work

When you can start to use your new high risk work skills will depend on the type of application you are submitting and the date that your Notice of Assessment was issued. Visit the link above for further information.

#### Contact us

If you require additional information in relation to high risk work licences please contact Licensing Services:

- **Phone:** 1300 424 091
- **Email:** [worksafelicensing@lgirs.wa.gov.au](mailto:worksafelicensing@lgirs.wa.gov.au)