

Registration of an item of plant – application

Use this form for initial plant item registration or where there is an alteration to the item of plant. An alteration requires the re-registration of the item of plant. Alteration does not include routine maintenance, repair or replacement (eg painting, changing design of controls or gauges equivalent to the original specifications or changing components equivalent to the original design).

The following items of plant, listed in the table of section 113 of the *Occupational Health and Safety Regulation 2001* (OHS Regulation), require registration:

- Boilers categorised as being of hazard level A, B or C according to the criteria in AS 4343.
- Pressure vessels categorised as being of hazard level A, B or C according to the criteria in AS 4343-1999 except the following:
 - LP gas fuel vessels for automotive use covered by AS/NZS 3509:1996
 - Serially produced pressure vessels covered by AS 2971-1987
 - Pressure vessels that do not require periodic internal inspection in accordance with the criteria in table 4.1 in AS/NZS 3788:1996
- Lifts (including escalators and moving walkways) as defined in AS 1735 parts 1 to 17 (as listed in schedule 1 of the OHS Regulation).
- Amusement devices (other than coin operated amusement devices) that are, or may be, operated otherwise than by manual power.
- Tower cranes.
- Building maintenance units.
- Concrete placing units (truck mounted with boom).
- Mobile cranes with a safe working load greater than 10 tonnes.

How to fill in this form

Please use black ink only and print within the boxes in BLOCK LETTERS.

Where options are provided, please mark box(es) with a tick to indicate selection(s).

Renewals

SafeWork NSW (the Regulator) will send a renewal of item registration notice two months prior to the plant's registration expiry.

Fees

A fee is required for the registration of each item of plant. If you are registering more than one item of the same type of plant and the following conditions are met, a discounted fee applies to the second and each subsequent registration of the same type of plant.

- Applications are submitted at the same time.
- All the plant have the same owner/lessee.
- All the plant are installed in the same location or stored/maintained at the same location.
- Private lifts (single dwelling) do NOT attract a fee.

Refer to the [fees schedule](#) on the SafeWork NSW website or call **13 10 50**.

Lodgement instructions

Email (preferred): licensing@safework.nsw.gov.au (credit card payments only)

Post: SafeWork NSW – Locked Bag 2906, Lisarow, NSW 2252.

Email, post the application – do not send more than once.

Enquiries – 13 10 50

Privacy compliance statement

This information is collected by the Regulator for the purposes of undertaking the evaluation, assessment and processing of an application for the registration of an item of Plant, as required by the OHS Act and OHS Regulation.

The Regulator may also use this information for the purposes of confirming applicant details and it may also be used to establish and maintain an external database and to assist the Regulator and its inspectorate with their work generally. This information may also be made available to other state or territory or the Commonwealth regulatory agencies including NSW Department of Industry Skills and Regional Development.

Except for the purpose of prosecution and unless such disclosure is otherwise required or permitted by law, the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual. Applicants are able to gain access to personal information pertaining to their application that is held by the Regulator. You may also apply to the Regulator to access and correct any of your own personal information the regulator holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to the Privacy Contact Officer, SafeWork NSW, Gosford Office, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 1: TYPE OF REGISTRATION

New registration

Registration due to design alteration. Provide the initial item registration number

SECTION 2: APPLICANT DETAILS

An application can be made by a person who has control of the plant, can identify the plant and state that the plant has been inspected by a competent person and is safe to operate, usually this is the owner or lessee.

Section 2.1: Individual or contact person for a corporation

Title Family/Surname

Given name

Other names

Daytime contact number Mobile number

Email

Section 2.2: Corporation details (if applicable)

Registered name

Registered business (trading) name (if applicable)

ABN (for Australian businesses only) - - -

Street address (must NOT be a PO Box)

Corporations to provide their registered business address. Individuals to provide their address.

Building name

Unit number/Street number/Property number (include Lot or DP number if applicable)

Street name

Suburb State Postcode

Postal address Same as street address

Unit number/Street number/Property number (include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Suburb State Postcode

SECTION 6: TYPE OF PLANT

Plant for which registration is sought (mark one box only)

- Boilers categorised as being of hazard level A, B or C according to the criteria in AS 4343-1999. **Please go to section 6.1**
- Pressure vessels categorised as being of hazard level A, B or C according to the criteria in AS 4343-1999. **Please go to section 6.2**
- Lifts as defined in AS 1735 Parts 1 to 17. **Please go to section 6.3**
- Escalators or/moving walkway as defined in AS 1735 Parts 1 to 17. **Please go to section 6.4**
- Amusement devices (other than coin operated amusement devices) that are, or may be, operated otherwise than by manual power. **Please go to section 6.5**
- Tower cranes. **Please go to section 6.6**
- Building maintenance units. **Please go to section 6.7**
- Concrete placing units (truck mounted with boom). **Please go to section 6.8**
- Mobile cranes with a safe working load greater than 10 tonnes. **Please go to section 6.9**

Section 6.1: Additional information for boiler

Hazard level according to AS 4343

- A B C

Volume

L

Design pressure (minimum and maximum)

kPa kPa

Output

(mark one box only)

Kw Mw

Type of boiler (mark one box only)

- Water tube Fire tube Electric Steam generator (coil type) Vertical tubeless

Other (please describe)

Attendance category according to AS2593 (mark one box only)

- Attended operation Limited attendance operation Unattended operation

Boiler product

- Steam Hot water (ie. water over 100 degrees celcius)

Other (please describe)

Please go to section 7.

Section 6.2: Additional information for pressure vessels

The following pressure equipment do not require item registration:

- Gas cylinders with a water capacity of 3000kg or less.
- LP gas fuel vessels for automotive use covered by AS 3509.
- Serially produced pressure vessels covered by AS 2971.
- Pressure vessels that do not require periodic internal inspection in accordance with AS/NZ 3788.

Chambers

If there are more than two chambers, please provide details for additional chambers on a separate sheet and write total number of chambers here

Chamber 1

Hazard level (refer AS 4343) (mark one box only)

- A B C

Volume

L

Design pressure (minimum and maximum)

kPa kPa

Design temperature

°C

Chamber 2

Hazard level (refer AS 4343) (mark one box only)

- A B C D E

Volume

L

Design pressure (minimum and maximum)

kPa kPa

Design temperature

°C

For pressure vessels subject to pressure and vacuum

Vacuum

(gauge) kPa

Fluid type (mark one box only)

- Lethal Very harmful Harmful Non-harmful

Phase (refer to AS 4343 section 3.C) (mark one box only)

- Liquid Gas

Type of vessel (mark one box only)

Pressure vessel

- | | |
|---|---|
| <input type="checkbox"/> Air receiver | <input type="checkbox"/> Buried or mounded vessel |
| <input type="checkbox"/> Auxiliary vessel | <input type="checkbox"/> Vessel (other than steam-heated) with quick actuating closures |
| <input type="checkbox"/> Water heater | <input type="checkbox"/> Refrigeration and air-conditioning vessel |
| <input type="checkbox"/> Process vessel | <input type="checkbox"/> Static storage (non-corrosive) |
| <input type="checkbox"/> Static storage (corrosive) | <input type="checkbox"/> Static storage low temperature (less than -10°C) |
| <input type="checkbox"/> Other (please describe) | <input type="checkbox"/> Vacuum vessel |
| | <input type="checkbox"/> Fixed heater or convection bank |

Steam vessel

- Steam jacketed vessel Steam vessel with quick actuating closures De-aerator
- Other (please describe)

Transportable pressure vessel

- Bulk (LPG, ammonia) carbon steel construction
- Low temperature (less than -10°C)
- Powder discharge – aluminium construction
- Powder discharge – carbon steel construction
- Bulk (LPG, ammonia) quenched and tempered steel construction
- Other (please describe)

Please go to section 7.

Section 6.3: Additional information for lift**Type of lift** (mark one box only)

- Goods Passenger Service Stairway Inclined Platform
 Goods/passenger
 AS 1735.14: *Person with limited mobility – restricted use – low rise platform*
 AS 1735.15: *Person with limited mobility – restricted use – non-automatic*
 AS 1735.16: *Person with limited mobility – restricted use – automatically controlled*
 AS 1735.18: *Private residency – automatically controlled*
 Builders lift – estimated completion date / (MM/YYYY). Refer to the bottom of page 6 of this application form for criteria to be met before registration
 Other (please describe)

Drive type (mark one box only)

- Hydraulic Electric Electric/hydraulic Pneumatic Water

Control type (mark one box only)

- Automatic Non-automatic

Suspension type (mark one box only)

- Traction Screw Drum Direct acting hydraulic Chain suspended Rack and pinion
 Rope suspended

Carriage type (mark one box only)

- Chair Platform Car

Maximum rated capacity (or safe working load)

 kg

Maximum speed

 . m/s

Travel

 m

Number of passengers

Please go to section 7.

Builders Lifts – requirements for item registration

- The lift must be design-registered with SafeWork NSW in accordance with the requirements of the WHS Regulation.
- The lift must be assessed and certified as being safe to use by a competent person.
- Access to the lift machine room/space and landings served by the lift do not have to be fully completed but must be accessible and safe for use.
- Access lighting must be provided to all work areas associated with the lift installation.
- The lift mains must be completed from lift machine room/space to main switch room but the supply may be temporary.
- The lift machine room/space ventilation must be finished but not necessarily operational.
- The lift machine room/space lighting must be completed.
- The fire sprinklers must be completed but not necessarily operational.
- All building work in the lift machine room/space must be completed unless the lift is separately and completely screened from all other areas of the machine room.
- The lift well and pits must be completed.
- The lift car may have temporary walls or shell.
- The control system must be modified to ensure the lift cannot run on automatic.
- Lifts registered with conditions as a lift for the conveyance of either materials or personnel and materials (ie a 'builders lift') must be appropriately designated and identified for that purpose and must be operated by an operator holding the appropriate high risk work licence.
- Where construction work – including refurbishment – is being carried out in a building that is partially occupied, all lifts used for access to the construction or refurbishment areas must be isolated from use by the general public and means enforced to prevent their inappropriate use.
- Communication must be provided between the lift car and each landing served by the lift.
- With the exception of the above items, the lift must be fully compliant with the registered design.
- The time frame for a lift to be re-registered as a lift 'without conditions' and compliance with the design registration details must be determined at the time of item registration as a 'lift with conditions'.
- SafeWork NSW must be notified when the lift has been completed and complies with its design.
- SafeWork NSW must be notified when the ownership of the lift is transferred and be supplied with the full name and address of the new owners, where these details are known.

Section 6.6: Additional information for tower crane

If the tower crane is being item registered to a worksite, you are required to submit a letter from your structural engineer stating that the Crane's foundation is designed in accordance with AS 1418.4: *Cranes hoist and winches, Part 4: Tower Cranes clause 2.4.5 Footings and foundations*. This letter should state the following: 'The footings and foundations have been designed in accordance with the relevant Australian Standards and with regard to the results of a report on geotechnical conditions specific to the location of the installation'.

I have attached a letter from the structural engineer regarding the tower cranes foundations

Luffing drive (mark one box only)

Luffing Non luffing Self-erecting Maximum rated capacity . t

Please go to section 7.

Section 6.7: Additional information for building maintenance unit

Maximum rated capacity kg Maximum working height m

Please go to section 7.

Section 6.8: Additional information for concrete placement units (truck mounted with boom)

Maximum height of reach . m Maximum radius of reach . m

Please go to section 7.

Section 6.9: Additional information for mobile crane with safe working load greater than 10 tonnes

Slewing type (mark one box only)

Slewing Non-slewing Maximum rated capacity . t

Boom type (mark one box only)

Fixed length Hydraulic extension Pin-jib (lattice)

Crane mount (mark one box only)

- Truck (includes truck-mounted and truck-based mobile cranes)
- Self propelled (includes rough terrain mobile cranes)
- Crawler (includes mobile cranes on a crawler base)
- Other (all other mobile cranes with rated capacity greater than 10 tonnes including vehicle loading cranes) please describe

Please go to section 7.

SECTION 7: APPLICANT'S DECLARATION

I, (print name)

declare that the details within this application are true and correct to the best of my knowledge and belief and the item of plant has been inspected by a competent person and is safe to operate. If the plant is a boiler or pressure vessel, it has been inspected in accordance with AS 3788.

Applicant's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and section 268 of the WHS Act, to make a false or misleading statement.

SECTION 8: LODGEMENT FEES

- Pay by cheque. Enclose a cheque made payable to SafeWork NSW
- Pay by money order. Enclose a money order made payable to SafeWork NSW
- Pay by credit card. Please charge \$. to my: MasterCard Visa
 A payment processing fee applies to credit card payments (MasterCard and Visa 0.40%) plus applicable GST.

Card number

Card expiry date (MM/YYYY)

 /

Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)

SECTION 9: CHECKLIST TO SUBMIT YOUR APPLICATION

- All parts of section 2 have been completed.
- If plant is design registered in another state, submission with this application of a copy of the design registration document.
- If an amusement device is being registered, the submission with the application of two clear photographs (not less than 90mm x 70mm) of the erected amusement device taken from different angles.
- If an amusement device is being registered, complete sections 6.5, 6.5.1 and 6.5.2.
- If a tower crane is being registered to a work site, the submission with this application of a letter from a structural engineer regarding the tower cranes foundations.
- A fee is submitted with the application.

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 SafeWork NSW, 92–100 Donnison Street, Gosford, NSW 2250
 Locked Bag 2906, Lisarow, NSW 2252 | Customer Service Centre **13 10 50**
 Website safework.nsw.gov.au

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