

APPLICATION FOR REFRIGERANT HANDLING LICENCE

Effective from 1 January 2021

A quicker way to renew your licence is to submit
an online application at www.arctick.org



WITNESS MUST
ENDORSE PHOTO

"This is a true
photo of"

WILLIAM CITIZEN
(Full name of applicant)

P. Smith
(Signature of witness)

Office Use Only

Licence No

L

Date

/ /

1 Applicant Details

Title		First Name		Initial		Gender	M	F
Last Name						Date Of Birth	/	/
Postal Address								
		State		Post Code				
Contact Numbers:	Bus		Fax		Home			
	Mob		E-mail					

2 Employer/Company Details

I am not currently employed ☐

Company Legal Name								
Company Trading Name								
Contact Person		AU		ABN				
Postal Address								
		State		Post Code				
Business Address								
		State		Post Code				
Contact Numbers	Bus		Fax		Mob			
	Email							

3 Licence Type Required

Please refer to the Refrigerant Handling Licence webpage to find the Licence Code for your licence and the documents you will need to provide to support your application: <https://www.arctick.org/refrigerant-handling-licence/licence-types/>

Note: only the documentary evidence detailed
on the licensing webpage is acceptable.

List the documentary evidence you have attached in support of your application.

Licence
Code:

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(a) Are you applying for a refrigerant handling trainee licence?

☐ Yes, go to (b). ☐ No, go to 5 Suitability Questionnaire.

(b) Are you applying for a refrigerant handling trainee **classroom** licence?

☐ Yes, go to 5 Suitability Questionnaire. ☐ No, go to 4 Supervisor Declaration.

4 Supervisor Declaration - only complete this section if you answered Yes to Q3a and Q3b.

For this Trainee Licence to be issued the supervisor's declaration must be provided. (to be completed by the supervisor below)
I have been nominated as a Supervisor by.....who is
undertaking (full title and number of course)

I declare that I have a current refrigerant handling licence.

I declare I have read the following and understand my obligations under the *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations). A trainee is entitled to handle refrigerant while undertaking the training or assessment for which the licence was granted while under the supervision of the holder of a licence that entitles the holder to engage in the work for which the licensee is being trained or assessed.

Licensees that are supervising a refrigeration and air conditioning trainee licensee must ensure that any work carried out by the trainee licensee is in accordance with the standards set out in column 2 of Table 135 of the Regulations that relates to the work.

I acknowledge that it is a criminal offence, under Part 7.4 of the *Criminal Code Act 1995* (Commonwealth), to provide false or misleading information in an application.

Name of Supervisor		Licence No	L
Signature of Supervisor		Date	/ /
Name of Witness		(aged 18 years or over)	
Signature of Witness		Date	/ /

5 Suitability Questionnaire - all applicants to complete.

Under Regulation 102 of the *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations), the Australian Refrigeration Council Ltd (ARC) must consider whether you are a fit and proper person to hold a licence.

If you are an **INDIVIDUAL**, please state whether you:

have, in the last ten years immediately prior to you making this application:

1. had a civil penalty order made against you for contravention of a civil penalty provision
2. been convicted of an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, for contravention of the:
 1. *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (the Act), or
 2. *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (the Regulations)
3. had any conviction for an offence*, or an order under section 19B of the *Crimes Act 1914* has been made, against a law of the Commonwealth, of a State or of a Territory that is punishable by imprisonment for a period of six months or longer

are currently bankrupt, have applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, or have compounded with creditors or have made an assignment of remuneration for their benefit

have made any statement in an application under the Act or Regulations that was false or misleading in a material particular; and if so, knew that the statement was false or misleading

- have contravened a condition of a refrigeration and air conditioning industry permit
- have held a refrigeration and air conditioning industry permit that was suspended or cancelled

* subject to the Spent Convictions Scheme

I have read the suitability questionnaire ☐ (please tick)

Do you have anything to declare? ☐ No ☐ Yes

If you answer Yes, please give details in a separate attachment (answering Yes will not necessarily prevent you from receiving a licence. The ARC may check the accuracy of the information provided).

6 Licence conditions

A licence will only be granted to applicants on the condition that they meet the requirements set out in Regulation 135. A summary of the conditions is included below, however, for the definitive list of conditions, refer to the Regulations www.environment.gov.au/protection/ozone/legislation

- (1) A licence granted under Subdivision 6A.2.2 is subject to the condition that the licensee:
 - only carries out the types of refrigerant handling work permitted under the type of licence held, as set out in table 131 of the Regulations and on the Licensing webpage <https://www.arctick.org/refrigerant-handling-licence/licence-types/>
 - carries out the work to which the licence relates in accordance with the standards set out in column 2 of Table 135 of the Regulations. Licensees who are supervising trainee licence holders are responsible for ensuring the trainee carries out his or her work according to these standards.
 - in carrying out work to which the licence relates the licence holder must:
 - use only refillable containers for the storage of refrigerant; and
 - give any refrigerant recovered from RAC equipment to the holder of a refrigerant trading authorisation or the operator of a refrigerant destruction facility (except for recovered halon)
 - display the number allocated to the licence on any invoices, receipts and quotes for work carried out under the licence if they are not employed or hired by the holder of a refrigerant trading authorisation.
- (2) The Australian Refrigeration Council (ARC) may specify that a licence is also subject to particular conditions set out on the licence itself and in a written notice to the licence holder. The ARC may impose additional conditions on licences at any time.

7 Applicant's Declaration

- I understand that the information and documents provided in this application will be used to assess my suitability to hold a refrigerant handling licence in Australia.
- I understand and consent to my personal information, provided in this application, being disclosed to third parties in circumstances including the following:
 - to a State, Territory or Commonwealth government agency for the purposes of determining my suitability to hold a licence;
 - to any other third party identified in this application, for the purpose of verifying data or statements attributed to that third party in this application;
 - to a Commonwealth government agency for the purpose of investigating or taking action in relation to a suspected breach of the law.
- I understand and consent to my personal information being used by the Commonwealth for the purpose of contacting me in relation to matters relevant to the refrigeration and air conditioning industry, including new or proposed laws, which could directly or indirectly affect licence holders.
- I declare that all the information and all documentation supporting this application is true and correct in every particular and that all relevant documents supporting this application are attached.
- I understand that it is a criminal offence, under Part 7.4 of the *Criminal Code 1995* (Commonwealth), to provide false or misleading information in an application.

Signature of Applicant

Date

Signature of Witness
(aged 18 years or over)

Date

Name of Witness

8 Application details:

	Year (s)	Please tick
Refrigerant handling licence	3	<input type="checkbox"/>
Restricted refrigerant handling licence	3	<input type="checkbox"/>
Trainee refrigerant handling licence	1	<input type="checkbox"/>

Application fee amounts are available on the ARC's website

<https://www.arctick.org/refrigerant-handling-licence/licence-fees/>

Please note these fees and licence duration options apply as from 1 January 2021. The fees will be indexed annually based on the wage price index published by the Australian Bureau of Statistics (Catalogue 6345.0).

The default duration for refrigerant handling licences is 3 years, except for refrigerant trainee licences which are 1 year. You can apply for a licence of less than 3 years. If needed, complete section 8a below to request the licence duration you would like to apply for.

8a Requested Permit Duration

9 Payment Details

Payment can be made by cheque or money order. **Payable to Australian Refrigeration Council Ltd.**

Please send to **Australian Refrigeration Council, Locked Bag 3033, Box Hill VIC 3128**, along with this application form.

If you wish to make payment by credit card, you can do so by completing an [online](http://www.arctick.org) application. Visit **www.arctick.org**

Note: Application fees are non refundable.

Method of Payment

Cheque ☐

Money Order ☐

Amount \$

Do Not Send Cash

10 Checklist

To ensure your application can be processed immediately, all aspects of the application must be correctly completed. If this is not the case your application will be held up until all requirements are supplied.

To assist you in correctly completing all of the requirements the following checklist should be ticked off as you complete each section:

- ☐ **Photograph**
Have you enclosed a current passport size colour photograph of the Applicant?
On the reverse side is it written "This is a true likeness of (name of the Applicant)" and signed by someone, other than the applicant, aged 18 years or over? Please note: If you are renewing your licence you do not need to provide a photograph.
- ☐ **Applicant Details**
Are "Applicant's Details" completed?
- ☐ **Employer/Company Details**
Are "Employer Details" completed?
Is your employer's refrigerant trading authorisation (AU number) included?
- ☐ **Licence Type Required**
Have you inserted the Licence Code required in the space provided?
- ☐ **Documentary Evidence in Support of Application**
Have you listed, in the space provided, the documentary evidence you have enclosed in support of your application? (If you do not have the exact qualification indicated you should go to a training provider for advice. A number of registered training organisations are listed at www.training.gov.au
If applying for a trainee licence or a trainee classroom licence, have you provided proof of enrolment in the applicable course listed in the information brochure?
Is your documentary evidence certified (that is, has each document been certified as a true and correct copy of the original)?
People who can certify these documents include: Justice of the Peace, Police Officer, Pharmacist, Certified Practising Accountant, medical practitioner. Please note: If you are renewing your licence you do not need to provide documentary evidence for your qualifications.
- ☐ **Work Supervisor Declaration** (Only if applying for a trainee licence)
Has the declaration been read, dated and signed by your supervisor?
Has the supervisor provided their licence number?
- ☐ **Suitability Questionnaire**
Is the "Suitability Questionnaire" completed?
You must respond to all questions. If you answered YES to any of the questions, please give details in a separate attachment.
Answering "Yes" to any of the questions will not necessarily prevent you from receiving a licence.
The ARC may check the accuracy of the information provided.
- ☐ **Applicant's Declaration**
Is the "Applicant's Declaration" completed?
(This must be signed and witnessed by someone aged 18 years or over.)
- ☐ **Payment Details**
Have you supplied payment? If you are not paying by credit card, please enclose your cheque or money order with your application. Cheque or money orders are to be made out to the Australian Refrigeration Council Ltd.
Application fees will increase in line with the wage price index (WPI) in the future and applicants will be notified if this change affects them upon application.
- ☐ **Completion of Details for your licence**
Incomplete applications will not be processed. Are all details for the licence you are applying for complete?
- ☐ **Postal Details**
Have you addressed your envelope to: **The Australian Refrigeration Council, Locked bag 3033, Box Hill, VIC, 3128**