



## Application form

# Extinguishing agent handling licence (EAHL) – qualified persons

Enquiries: 03 8892 3183  
www.fpib.com.au

Complete this form in one of two ways:

- 1 Save this interactive PDF to a location on your computer, fill-in, save and email it to [ozone@fpib.com.au](mailto:ozone@fpib.com.au). For best compatibility, use only Adobe Acrobat on a desktop or laptop device. **Do not complete this PDF in your browser.**
- 2 Print, fill in, scan and email to [ozone@fpib.com.au](mailto:ozone@fpib.com.au), or post to: Executive Officer  
Fire Protection Industry (ODS & SGG Board)  
PO Box 1049, Box Hill VIC 3128

This application form is for new applications only. If you need to renew your licence, email [ozone@fpib.com.au](mailto:ozone@fpib.com.au) and request a renewal form. To renew your licence, submit your renewal form at least 30 days prior to your expiry date otherwise you will be required to make a new application. Whilst the Fire Protection Industry (ODS & SGG) Board (FPIB) will endeavour to forward information and a reminder to you prior to your licence expiring, it remains your responsibility to ensure you have a valid licence at all times to continue to handle scheduled extinguishing agents legally.

### OFFICE USE ONLY

Licence number

Date

/ /

Expiry date

/ /

## 1. LICENCE TYPE

Please indicate the licence(s) you are applying for. You may choose as many as are applicable.

1. Portable Fire Extinguishing Maintenance Licence

4. Recovery, Reclamation, Fill and Recycling Licence

2. Fixed System Installation and Decommissioning Licence

5. Warehouse Maintenance Licence

3. Fixed System Testing and Maintenance Licence

6. Control Systems Installation, Commissioning and Decommissioning Licence

**Supporting documentation is required to be submitted with your application indicating that you hold the units of competency associated with the relevant licence/s.** Further information is available at [www.fpib.com.au/licence-types/extinguishing-agent-handling-licences](http://www.fpib.com.au/licence-types/extinguishing-agent-handling-licences)

[Click here to attach supporting documents](#)



## 2. APPLICANT DETAILS

Title	First name	Middle name
Last name	Date of birth	/ /
Residential address		
Suburb	State	P/code
Residential postal address (if different from above)		
Suburb	State	P/code
Phone (business hours) ( )	Mobile	
Personal email	Work email	

## 3. EMPLOYER DETAILS

Company/trading name	ABN
Contact person	Employer phone
Employer email	
Business address	
Suburb	State P/code
Business postal address (if different from above)	
Suburb	State P/code

[Continued >>](#)



#### 4. COLOUR PASSPORT PHOTOGRAPH

Please attach a current colour passport size photo (minimum size 4cm high by 3.5cm wide).

If attaching a photo file to this PDF, please ensure it is a high-resolution colour JPEG or PNG file only.

[Click here to attach your photo file](#)



Attach using tape or glue.  
Do not staple through photo.

#### 5. SUITABILITY QUESTIONNAIRE

Under Regulation 102 of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 (the Regulations), the Fire Protection Industry (ODS & SGG) Board must consider whether you are a fit and proper person to hold a licence.

If you are an **INDIVIDUAL**, please declare (by ticking) 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 fire protection industry permit

have held a fire protection industry permit that was suspended or cancelled

\* Subject to the Spent Convictions Scheme

If you have declared (ticked) any of the above, please give details in a separate attachment, or...

[Click here to attach your files](#)



Declarations will not necessarily prevent you from receiving a licence.

I have read the suitability questionnaire  Yes  No

#### 6. PERMIT DURATION

From 1 January 2019, a three (3) year permit has been the default duration. For further information please contact the FPIB.



## 7. APPLICANT'S DECLARATION

- I understand that I need to provide the information and documents specified in the application form in order for my application for an extinguishing Agent handling licence to be assessed under the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 (the regulations), Division 6A.2.
- I understand and consent to this personal information being disclosed to third parties in circumstances including the following:
  - to a State, Territory or Commonwealth government agency for the purpose of determining my suitability to hold an Authorisation;
  - 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 purposes of:
  - managing, assessing, evaluating and monitoring legislative compliance, policies and programs;
  - contacting me in relation to matters relevant to the Fire Protection industry, including new or proposed laws, which could directly or indirectly affect licence holders;
  - other purposes as outlined in and restricted by the Department's [Privacy Policy](#).
- I declare that all the information and documentation supporting this application is true and correct in every particular and that all relevant documents supporting this application are attached.
- I understand that the department's [Privacy Policy](#) contains information on how I may access and correct personal information held by the department. It also details how I may complain about a breach of the Australian Privacy Principles and how a complaint will be handled.
- I understand that it is a criminal offence, under Part 7.4 of the Criminal Code 1995 (Commonwealth) to provide false and misleading information in an application.

Signature of applicant

Signing by PDF: add your Acrobat signature or just type your full name.

Date / /

## 8. LICENCE CONDITIONS

A licence granted by the FPIB is subject to the conditions, as set out in Regulation 326 of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995, that the licensee:

- carries out the work to which the licence relates in accordance with any standard set out in an item in column 2 of Table 326 that relates to the work; and
- gives any extinguishing agent recovered from fire protection equipment to:
  - the holder of an extinguishing agent trading authorisation; or
  - the operator of an approved extinguishing agent destruction facility; and
- ensures that any equipment used to transfer an extinguishing agent from one vessel to another:
  - is fit for its purpose; and
  - is appropriately maintained; and
- submits a report to the FPIB describing the circumstances relating to any lawful emission of an extinguishing agent; and
- does not carry out any work to which the licence relates (other than decommissioning or disposal or work in the aviation or maritime industries) on fire protection equipment that does not comply with any standard mentioned in Table 326 that applies to the equipment.

## 9. APPLICATION CHECKLIST

To ensure that your application can be processed immediately, please use this checklist to ensure that you have completed all actions necessary. **If we do not receive all the items listed below, we will not be able to process your application.**

- Applicant details – Have you fully completed the applicant details section?
- Photograph – Have you attached a current passport-size colour photograph?
- Suitability questionnaire – Have you read and ticked the relevant boxes in this section, and attached any supporting information if required?
- Declaration and signature – Have you signed the declaration that the information contained in this form is correct?
- Supporting documentation – Have you included with your application, a copy of your statement of attainment(s) showing units of competency completed to obtain the relevant EAHL entitlement(s)?

**IF YOU HAVE TICKED ALL BOXES** please submit your application form and any other supporting documentation.

**Submitting by PDF** – Save your completed PDF to a location on your computer and email it to [ozone@fpib.com.au](mailto:ozone@fpib.com.au) along with your supporting documents.

**Submitting by printed form:** scan and email it to [ozone@fpib.com.au](mailto:ozone@fpib.com.au)

Alternatively, post the form and supporting documents to:  
Executive Officer, Fire Protection Industry (ODS & SGG) Board  
PO Box 1049, Box Hill VIC 3128.