

# Application for registration of registrable plant design

Form 14

Queensland the Smart State



**Queensland  
Government**  
Department of  
Industrial Relations

ABN 52 293 849 579

## What is this form used for?

This form is used to register plant design under provisions of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulation 1997*.

## What plant needs design registration?

The design of certain types of plant must be registered and a certificate issued by Workplace Health and Safety Queensland before it is installed or used.

The plant that needs design registration under Schedule 4 of the *Workplace Health and Safety Regulation 1997* is:

1. Boom-type elevating work platform
2. Bridge crane with a safe working load of at least 10 t
3. Bridge crane or gantry crane designed to handle molten metal or dangerous goods
4. Building maintenance unit
5. Escalator
6. Gantry crane with a safe working load of more than 5 t
7. Gas cylinder
8. Personnel hoist
9. Lift
10. Mast climbing work platform
11. Mobile crane with a safe working load of more than 10 t
12. Prefabricated scaffolding
13. Pressure equipment with hazard level A, B, C, or D, as worked out under the criteria stated in AS 4343 as in force on 1 July 2000, other than pressure piping
14. Refillable gas cylinder
15. Specified amusement device
16. Tower crane
17. Vehicle hoist
18. Work box

## How to apply for a certificate of registration of registrable plant design?

Applications for plant design registration must be submitted by an applicant in Queensland. International or interstate organisations can provide the relevant documentation to an agent in Queensland who can submit the application for plant design registration on their behalf.

The applicant must complete the approved form (Form 14), attach the design verification statement (Page 2 of the application form) and representational drawing/s and submit electronically to [leanne.osmond@dir.qld.gov.au](mailto:leanne.osmond@dir.qld.gov.au)

For payment of electronic applications, please include reference details, eg description of the plant and model number, with the payment.

Applications will not be processed until the relevant fee is received.

If unable to submit the application electronically, please forward the approved form (Form 14), attach the design verification statement (Page 2 of the application form) and representational drawing/s (not larger than A3 size) by mail to:

The Technology Services Unit  
Workplace Health and Safety Queensland  
Department of Industrial Relations  
PO Box 820  
LUTWYCHE QLD 4030

OR deliver to:  
4th Floor, Lutwyche Shopping Village  
543 Lutwyche Road  
LUTWYCHE

### Payment Options

1. Pay by phone – call (07) 3872 0586 with credit card – Bankcard, MasterCard, Visa Card or Amex.
2. Pay by mail – cheque or money order payable to Department of Industrial Relations or credit card – Bankcard, MasterCard, Visa Card or Amex.
3. Pay in person – cash, cheque or money order payable to Department of Industrial Relations or credit card – Bankcard, MasterCard, Visa Card or Amex.

Please retain a copy for your records.

The applicant may be asked to provide additional information before being granted the plant design certificate. This could include:

- detailed drawings
- design calculations
- operating instructions
- a copy of the standard and the engineering principles.
- control system diagrams, including the sequence of the operation of the controls

If the application is successful, the certificate will be issued within 28 days after the application is made.

For more information about plant design registration, call 1300 369 915 or fax (07) 3247 0250.

## Interstate Plant Design Registration

Queensland will accept design registration or reference numbers issued by another Australian State (under a corresponding law).

The applicant must provide the original plant design registration documentation for the particular plant design within 10 days if a Workplace Health and Safety Queensland officer requests it.

The applicant must give the plant design number to the manufacturer, supplier and user.

The plant design number must be permanently marked on the plant so as to be clearly visible.

## What if the plant design is changed?

If the structural integrity of the plant design is changed, a new certificate will be needed if the plant is to be installed or used after the change.

For minor changes not affecting the structural integrity or safe use provisions, a letter of notification is required from the applicant, and acknowledgement of this notification will be given by Workplace Health and Safety Queensland, in writing.

# Application for registration of registrable plant design

Read notes/directions prior to completion of this form – PLEASE PRINT

## Applicant's details

Q

Workplace  
Health and  
Safety Act  
1995

1	Name of applicant	ABN	
2	Address of applicant		
		Postcode	
3	Mailing address of applicant	Postcode	
4	Contact person	Email	
		Phone ( )	Fax ( )
5	Are you:	Designer <input type="checkbox"/> Manufacturer <input type="checkbox"/> Other (Give details)	

## Plant details

6	Manufacturer (if known)				
7	Description of plant				
8	Model/type		9	Rated capacity	
10	Designed to standard		11	Drawing/s no.	
12	Location		13	Change to design (Insert original Plant Design Registration No.)	
14a	Cranes	Trade name	Load chart no.	No. of posts	
		Span (m)	Wheel track centres (m)	Max height	
		No. of towers	No. of ties		
14b	Work boxes	Length x width (m)	Tare mass (kg)	Safe Working Load (kg)	
14c	Lift, escalators	No. of floors	Angle of Inclination	Speed	
		Electric or Hydraulic			
14d	Prefabricated scaffolding	Max height (m)	Duty (Light/Medium/Heavy)	Material (Steel/Aluminium)	
14e	Specified amusement device	Intrinsic safety secured Y / N	Fixed or mobile	Class of ride	
14f	Pressure equipment	Rating (kW)	Volume (m <sup>3</sup> )	Hazard level	
		Design Pressure (kPa or mPa)	Design temp.	Test Pressure (kPa or mPa)	
15	Applicant's statement	The design verifier for this registrable plant design application was not involved in any part of the design. (See 16 – Statement by design verifier)			
	Applicant's signature		Date		

## Design verification statement

### 16 Design verifier details (to be completed by the design verifier)

Name

Organisation

Contact details

phone no.	mobile	email
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Qualifications

Are you a member of a professional association? Yes ☐ No ☐

If yes, please provide professional association membership details and number, if applicable, eg RPEQ, IEAust, NPER.

Please provide a brief description of plant design experience relevant to this design verification.

Description of plant (for pressure equipment, include hazard level to AS 4343 and for amusement rides, class of ride to AS 3533.1).

Model/Type	Drawing/s no	Revision no. or date drawn	Hazard level/class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Technical standard/s or engineering principles

Please provide details of the technical standard/s or engineering principles the plant design complies with.

Did you require assistance from another person to verify any part of this plant design? Yes ☐ No ☐

(eg structural integrity/mechanical components and electrical control systems)

If yes, please provide separate Design verification statements for each design verifier.

### Declaration

I declare that the plant design complies with relevant technical standard/s or engineering principles, as described above and that as design verifier, I was not involved in any part of the design of this plant.

Signature	Date
<input type="text"/>	<input type="text"/>

## Confirmation

### Notice of registration of details of plant design

This is to advise that the above plant design has been registered in accordance with Part 2 of the *Workplace Health & Safety Regulation 1997*. Each Unit of plant manufactured to this design should be permanently and legibly marked with the Plant Design Registration Number.

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Date