**Application for/renewal of a Commercial Operator Licence (COL) issued under the *Agricultural and Veterinary Chemicals (Control of Use) Act 1992***

A Copper Chromium Arsenic (CCA) Commercial Operator Licence (COL) is required by people who operate a business that applies agricultural chemical products containing all three active constituents copper, chromium and arsenic (CCA) for a fee or reward in Victoria (i.e., the business treats timber it does not own, with CCA chemicals on behalf of others).

If your business only treats timber that it owns, your business does not require a COL. Please refer your employees to the CCA Agricultural Chemical User Permit application form.

Applications for a COL can be made either by the business owner or director(s) or their delegate who is authorised to obtain such a licence on behalf of a registered company.

**1. Applicant details**

|  |  |
| --- | --- |
| **Current COL number (for renewals only)** |  |
| **Applicant name** |  |
| **Business name (i.e., Trading as)** |  |
| **Name of company** |  |
| **ABN/ACN** |  |
| **Position of applicant in company e.g., owner, director**  *(if not owner or director please attach a company letter authorising you to make this application on its behalf)* |  |
| **Business street address** |  |
| **Town/suburb** |  |
| **State and postcode** |  |
| **Telephone (business hrs)** |  |
| **Fax** |  |
| **Mobile** |  |
| **Email** |  |
| **Postal address** |  |
| **Town/suburb** |  |
| **State and postcode** |  |
| **Date of birth of applicant (dd/mm/yyyy)** |  |

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**2. Record keeping (see *Explanatory note 2*)**

I am aware of the record keeping requirements

Yes

No

**This licence type is issued to the company/business owner and only authorises the employees listed on this application form or those under their direct and immediate supervision, to use the prescribed class of chemicals. These employees will be listed on the licence.**

**3. Employee details to be listed on licence (see *Explanatory note 1*)  
Please attach a copy of each course certificate**

|  |  |
| --- | --- |
| **a) Employee name** |  |
| **Name of training course/s completed** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Date completed (dd/mm/yyyy)** |  |
| **b) Employee name** |  |
| **Name of training course/s completed** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Date completed (dd/mm/yyyy)** |  |
| **c) Employee name** |  |
| **Name of training course/s completed** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Date completed (dd/mm/yyyy)** |  |
| **d) Employee name** |  |
| **Name of training course/s completed** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Date completed (dd/mm/yyyy)** |  |

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**4. Have you, or any business that you have been associated with, been convicted of an offence under any of the following Acts?**

* *Agricultural and Veterinary Chemicals (Control of Use) Act 1992*
* *Drugs Poisons and Controlled Substances Act 1981*
* *Dangerous Goods Act 1985*
* *Occupational Health and Safety Act 2004*
* *Environment Protection Act 2017 (formerly the Environment Protection Act 1970)*
* *Public Health and Wellbeing Act 2008 (formerly the Health Act 1958).*

Yes (If yes, please attach details of ***each conviction***)   No

**5. Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare the information I have provided above is true and correct to the best of my knowledge.

|  |  |
| --- | --- |
| **Signed** |  |
| **Date (dd/mm/yyyy)** |  |

**Privacy statement:** The Department of Energy, Environment and Climate Action (DEECA) is committed to protecting personal information provided by you in accordance with the information privacy principles of the *Privacy and Data Protection Act 2014*. DEECA Information Privacy Policy is available at [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au). The personal information on this application form will be stored and used by DEECA for the purposes of administering the *Agricultural and Veterinary Chemicals (Control of Use) Act 1992*. You have the right of access to this information by contacting DEECA at the address mentioned on this application form. The information may be disclosed to another Australian government organisation for the purpose of administering or enforcing the law. To encourage the use of appropriately licensed operators, DEECA will upon request from a third party, verify whether a particular person holds a current Commercial Operator Licence (COL) and inform the enquirer of the endorsement type/s of that COL. Note: If you do not provide the information required by this form DEECA will not be able to process your application.

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**6. Payment of application fee**

The application fee for a three-year Commercial Operator Licence as at 1 July 2023 is **$604.20** (38 Fee Units as per the *Monetary Units Act 2004*). This value will change on 30 June annually.

Please select and make a payment by one of the following means:

**CHEQUE / MONEY ORDER:** Enclose a cheque/money made payable to the Department of Jobs, Precincts and Regions (ABN 83 295 188 244). **Note**: This fee is exempt from the GST.

**CREDIT CARD**

|  |  |
| --- | --- |
| **Credit card type (Visa, Mastercard)** |  |
| **Card number** |  |
| **Name on card** |  |
| **Card expiry date** |  |
| **Cardholder signature** |  |
| **Date** |  |

Would you like a receipt?

Yes

**Note**: This fee is exempt from the GST.

Send your completed application form and payment to **Project Officer Licensing, DEECA; PO Box 2500, BENDIGO DELIVERY CENTRE VIC 3554**

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**1.** **Recognised training course**

To be authorised to use CCA chemicals, employees are required to have successfully completed the unit of competency detailed below (or the previous equivalent) or be under the direct and immediate supervision of such a person.

|  |  |
| --- | --- |
| **Unit of Competency** | **Unit Code** |
| Treat Timber | FWPSAW3242 (or previous equivalents FPSAW3201, FPISAW3201A or [FPISAW3201B](https://training.gov.au/Training/Details/FPISAW3201B)) |

The above unit of competency is offered by several Victorian and interstate registered training organisations.

Your supplier of CCA chemicals may be able to organise a suitable training provider.

**2.** **Record keeping**

Under the **Agricultural and Veterinary Chemicals (Control of Use) Regulations 2017**, a person who uses an agricultural chemical product must, within 48 hours of using that product, cause an accurate written record to be made of the points of information provided below. Records may be made by a third party (e.g., a supervisor or assistant) or via automated data logging, but the user must ensure they are accurate and are kept for two years.

DEECA audits compliance with record keeping requirements. Record keeping templates are available on [the Agriculture Victoria website](http://www.agriculture.vic.gov.au/chemicals).

|  |  |
| --- | --- |
| a. Product trade name | f. Wind speed and direction at the time of application (if spraying outdoors) |
| b. Date the product was used | g. Name and contact details of the applicator |
| c. Application rate of the product or sufficient information to allow it to be calculated | h. Name and contact details of the supervisor (if applicable) |
| d. Crop/commodity that was treated or the situation in which the product was applied | i. Name and contact details of the person for whom the application was carried out (if applicable) |
| e. Specific location at which the product was used |  |

Exemptions to apply to approved household or home garden products available from retail outlets that are applied by hand or via a hand-operated device; any agricultural chemical products used to clean a swimming pool or a spa and for licensed pest controllers who use agricultural chemical products in non-agricultural situations.

**Attachment checklist**

Training course certificate/s

Conviction details (if applicable)

Cheque (if applicable)

**For more information, contact the Customer Service Centre on 136 186 or visit** [**the Agriculture Victoria website**](http://www.agriculture.vic.gov.au/chemicals)**.**

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