A Commercial Operator Licence (COL) is required by people who operate a business that provides ground-based agricultural chemical application services (i.e. all application methods excluding aerial) for a fee or reward in Victoria.

Applications for a COL can be made either by:

* a person with operational responsibility for the use of agricultural chemicals in the business (this is likely to be the case for owner/operators and small businesses where the licence applicant is directly involved in the application of chemical products), or
* a director or their delegate authorised to obtain such a licence on behalf of a registered company (this is likely   
  to be the case for large corporate entities where management has no direct involvement in chemical use).

To qualify for a COL, the applicant or the employees who will use agricultural chemicals must have completed the training course(s) (see Explanatory notes).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Applicant details** | | | | | | | |
| Current COL number (for renewals only) |  | | | | | | |
| Applicant name |  | | | | | | |
| Applicant date of birth |  | | | | | | |
| 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 |  | | Postcode | |  |
| Telephone (business hrs) |  | Fax |  | | | | |
| Mobile |  | Email |  | | | | |
| Postal address |  | | | | | | |
| Town/suburb |  | State |  | | Postcode | |  |
| **Complete sections 2–4 and 6-7 if you intend to have direct involvement in the commercial application of agricultural chemical products (e.g. an owner/operator or operational manager).**  **Complete sections 5–7 only if you are applying for a licence on behalf of a company and will not be directly involved in the application of agricultural chemical products. This licence type is issued to the company and only authorises the employees listed in section 5 of the application form to use the prescribed class of chemicals. These employees will be listed on the licence.** | | | | | | | |

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| **2. Application for a COL** | |
| I wish to apply for a COL to use the following classes of agricultural chemical products | Agricultural chemicals other than those types listed below |
| Vermin (pest animal) destroyers/avicides e.g. 1080 baits |
| Fumigants |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Training course/s completed** **(see *Explanatory note 1*) Please attach a copy of each course certificate  (if supplied with a previous COL application write ‘previously supplied’)** | | | |
| Course name/s |  | Date completed | / / |
| Course name/s |  | Date completed | / / |
| **4. Record keeping (see *Explanatory note 2*)** | | | |
| I am aware of the record keeping requirements | | Yes  No | |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Employee details to be listed on licence** | | | |
| Complete this section if you are applying for a licence on behalf of the company named in section 1 and the use of chemical products is to be undertaken by only trained employees of that company. The employees listed below **must only** use the class/es of chemical product marked opposite their name.  Copy and attach this page for additional employees who will be using chemical products. | | | |
| a) Employee name |  | Agricultural chemicals other than those types listed below | |
| Vermin destroyers/avicides | |
| Fumigants | |
| Training course details | Please attach a copy of each course certificate  (if supplied with a previous COL application write ‘previously supplied’) | | |
| Name of training course/s completed |  | Date completed | / / |
| Name of training course/s completed |  | Date completed | / / |
| b) Employee name |  | Agricultural chemicals other than those types listed below | |
| Vermin destroyers/avicides | |
| Fumigants | |
| Training course details | Please attach a copy of each course certificate  (if supplied with a previous COL application write ‘previously supplied’) | | |
| Name of training course/s completed |  | Date completed | / / |
| Name of training course/s completed |  | Date completed | / / |
| c) Employee name |  | Agricultural chemicals other than those types listed below | |
| Vermin destroyers/avicides | |
| Fumigants | |
| Training course details | Please attach a copy of each course certificate  (if supplied with a previous COL application write ‘previously supplied’) | | |
| Name of training course/s completed |  | Date completed | / / |
| Name of training course/s completed |  | Date completed | / / |
| d) Employee name |  | Agricultural chemicals other than those types listed below | |
| Vermin destroyers/avicides | |
| Fumigants | |
| Training course details | Please attach a copy of each course certificate  (if supplied with a previous COL application write ‘previously supplied’) | | |
| Name of training course/s completed |  | Date completed | / / |
| Name of training course/s completed |  | Date completed | / / |

|  |  |
| --- | --- |
| **6. Have you, or any business that you have been associated with, been convicted of an offence under any of the following Acts within the previous ten years?** | |
| *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.* | Yes (if YES, please attach details of each conviction)  No |

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| **7. Declaration** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare the information I have provided above is true and correct to the best of my knowledge.  Signed: Date: / / |
| **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 online 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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8. 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 order for the full amount made payable to Department of Jobs, Precincts and Regions (ABN 83 295 188 244) | | | | |
| **CREDIT CARD** | Please debit my credit card (tick which 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** | | | | | |

**Explanatory notes for an application for a Commercial Operator Licence (COL)**

**1.** **Required training courses**

The following training courses are required for the different licence endorsement types:

|  |  |
| --- | --- |
| **COL endorsement type** | **Training requirement (previous equivalents also accepted)** |
| **Agricultural chemicals other than vermin (pest animal) destroyers/avicides and fumigants** | AHCCHM307 - Prepare and apply chemicals to control pest, weeds and diseases (previously AHCCHM303); and  AHCCHM304 - Transport and store chemicals  Training providers include AusChem Victoria, ChemCert, TAFEs and private providers |
| \***Vermin (pest animal) destroyers and avicides**.  This endorsement is required for chemicals to control rabbits, foxes, feral pigs, wild dogs and birds e.g.,1080 or PAPP baits, pindone baits, phosphine tablets for rabbit fumigation. This endorsement is not required for rat and mice control using rodenticides. | AHCCHM307 - Prepare and apply chemicals to control pest, weeds and diseases (previously AHCCHM303);  AHCCHM304 - Transport and store chemicals; and  AHCPMG309 - Apply pest animal control techniques.  Alternatively, a course in vermin control that contains the superseded units AHCVPT306A; AHCFAU201A; AHCPMG402A; and AHCVPT302A  Training providers include Gippsland TAFE (T: 0427 556 800) |
| **Fumigants** e.g. agricultural/horticultural commodity or soil fumigation (excluding fumigation of rabbits or foxes) | CPPUPM3011 Manage organisms by applying fumigants to commodities  and environments (previous equivalents CPPPMT3011 or CPPPMT3011A)  Training provider: Melbourne Polytechnic |

**\*Note:** Any person using products containing 1080 (sodium fluoroacetate) or PAPP (4-aminopropiophenone) under a COL must have also successfully completed the 22516VIC *Course in Minimising Risks in the Use of 1080 and PAPP Bait Products for Vertebrate Pest Control* (or previous equivalents 22275VIC o*r* 21835VIC).

**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 at <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.

**3.** Businesses that employ Pest Control Operators licensed under the *Public Health and Wellbeing Act 2008* may not need a COL depending on the purpose of the pesticide use. For clarification on the type of licence required, contact the Customer Service Centre on 1300 502 656 or the Department of Health on 1300 767 469.

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**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** [**http://www.agriculture.vic.gov.au/chemicals**](http://www.agriculture.vic.gov.au/chemicals)