



Fair Work
Commission

Application to renew a current entry permit (Form F42D)

About the F42D application form

Please only complete this form if the proposed permit holder of the renewed permit:

- holds a current entry permit that has not yet expired; **and**
- has continued to be an employee or officer of the same organisation in which their current entry permit has been held; **and**
- has not changed their name and/or signature as they appear on the current entry permit; **and**
- still resembles, in appearance, the photo on their current entry permit; **and**
- has previously provided evidence of approved entry permit training which was completed within the last 6 years.

If you do not meet all the above criteria, please use [Form F42 to apply for a new entry permit](#).



You can **find out more** about [entry permits](#) on our website.

If you **need help** you can [contact us](#).

Privacy

Read the [Privacy notice](#) to find out what personal information we collect, why we collect it, and what we do with it.

We may publish on our website:

- the names of the applicant organisation and the proposed permit holder
- that the organisation has applied for an entry permit to be issued to the proposed permit holder, and
- that third parties may make submissions to the Commission as to whether the proposed permit holder is a fit and proper person to be issued with an entry permit.

If we decide to issue an entry permit, we will publish on our website the names of the applicant organisation and the permit holder, and the permit details.

Form F42D – Application to renew a current entry permit

This is an application to the Fair Work Commission (the Commission) under section 512 of the [Fair Work Act 2009](#) for a **renewed** entry permit for permit holders who already hold a current entry permit (not yet expired) and continue to be an employee or officer of the same organisation.

1. Current permit and permit holder

Details of the current entry permit and permit holder			
Permit number		Expiry date	
Permit holder's full legal name			
Office held or job position			
Email address		Phone number	

2. About the Applicant (Organisation or Branch)

Details of the organisation or branch applying for the entry permit and who we can contact.



If the application is approved, we will post the entry permit to this address.

Details of the organisation (and branch if applicable)					
Organisation or Branch					
Postal address					
Suburb or town		State or territory	Select	Postcode	
Details of the committee of management member					
Full name					
Office held					
Email address		Phone number			

Details of the contact person

This person may or may not be either the committee of management member or the proposed permit holder.

Name		Position/role	
Email address		Phone number	

This person is authorised to lodge this application on behalf of the organisation or branch.

3. Permit qualification matters

Matters that must be taken into account in deciding whether the proposed permit holder is a fit and proper person set out under section 513 of the Fair Work Act 2009.

3.1 Since the declarations made in the application for the permit holder's current permit, have there been any changed circumstances regarding the permit qualification matters (in other words, in the last 3 years has the permit holder:

- been convicted of any of the offences listed in section 513;
- been ordered to pay a penalty under the *Fair Work Act* or industrial law in relation to action taken by the permit holder; or
- had their entry permit or work health and safety permit suspended, cancelled or conditions imposed)?

No

Yes – Give details below

3.2 Are there any other matters that may be relevant to whether the permit holder is a fit and proper person to hold a permit?



The Commission may take into account any other matter it considers relevant to whether the proposed permit holder is a fit and proper person to hold a permit. This may include adverse comments made about the proposed permit holder in a Commission or court decision, regardless of whether the proposed permit holder was a party to the proceeding.

No

Yes – Give details below.



Giving false or misleading information is a serious offence.

A person who:

- knowingly or recklessly makes a false or misleading statement in an application for an entry permit; or
- knowingly gives false or misleading information in an application for an entry permit

is guilty of an offence, the punishment for which is imprisonment for up to 12 months if the statement is made or information is provided knowingly, or up to 6 months if the statement is made recklessly. See Part 7.4, sections 136.1 and 137.1 of the *Criminal Code Act 1995*.

4. Declaration by the proposed permit holder

- 4.1 I, *(insert full legal name as it appears on page 2)* of *(insert organisation name and branch if applicable)* declare that the above information is true and correct and that I have disclosed all relevant matters that I am required to declare in relation to section 513 of the Fair Work Act 2009.
- 4.2 I further declare that the photograph and signature that appear on my current permit reflect my current appearance and signature and I consent to their use on a renewed permit.
- 4.3 I rely on evidence previously submitted to the Commission of my entry permit training that has been completed within the last 6 years.

Permit holder's signature		Date	
---------------------------	--	------	--

5. Declaration by the committee of management officer

- 5.1 I, *(insert full legal name as it appears on page 2)* of *(insert organisation name and branch if applicable)* declare that I have made proper enquiries with, and about, the permit holder in relation to this application, and I believe that the permit holder is a fit and proper person to hold an entry permit.

Describe the enquiries below.

- 5.2 I declare that the photograph and signature that appear on the permit holder’s current permit are their true photograph and signature.
- 5.3 This application relies on evidence previously submitted to the Commission of the permit holder’s entry permit training that has been completed within the last 6 years.
- 5.4 I further declare that the above information is true and correct to the best of my knowledge.

Committee of management officer’s signature		Date
---	--	------

What happens next



Lodge your form

You can lodge by emailing the form to regorgs@fwc.gov.au.

What we will do



We will:

- Send you an email to confirm we have received your application.
- Contact you if mistakes have been made on the application form or if we need more information.
- If approved, we will issue the entry permit card and post it to the address of the organisation given on the application form.

What you need to do



You need to:

- Make sure the application contact person, committee of management officer and permit holder are available and ready to respond when we contact them.

Visit our website to find out more about the [processing of applications](#).