



Request to submit a late application for registration renewal

Form 68

An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the department on 1300 489 099 and ask for Licensing Services.

PAYMENT

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only					
Total Fee	\$	Department Code	<input type="checkbox"/> BD	Chart Description	Builder Renewal – Late Fee or
		Department Code	<input type="checkbox"/> PT	Chart Description	Paint Late Fee or
		Department Code	<input type="checkbox"/> BC	Chart Description	BSurv App Fee Late Fee

REQUEST TO SUBMIT A LATE APPLICATION FOR REGISTRATION RENEWAL

Delay beyond your control

The reason for the late renewal was because the delay was beyond your control.

Please tick the box below that indicates the reason for lodging the late renewal

- Suffering an incapacitating injury or physical or mental illness
- Death of a member of your immediate family
- A member of your immediate family is suffering serious injury or physical or mental illness
- You have suffered an act of violence or the threat of an act of violence sufficient to disrupt or distract you your positive intention to lodge an application on time
- You have been detained beyond your control at a time for lodgement of the application
- An act of God such as a flood, storm, earthquake, tsunami, damaging fire at a time relevant to the lodgement of the application not later than the expiry date
- The failure of the delivery provider contracted to deliver the application not later than the expiry date (include any supporting documentation)
- You were away from your postal location unexpectedly until the expiry date and out of reach by modern communications
- You were unintentionally affected by changes to the Department of Mines, Industry Regulation and Safety's administrative processes
- Other:

OR

Special circumstances

The late renewal warrants acceptance by the Board for other special circumstances.

Details:

Name		Registration
Signature	Date	Expiry Date

OFFICE USE

Decision under delegation: Accepted Refused

Date received _____ Exp Date _____ Renewal received Yes No

Delegated officer position and name: _____

Signature _____ Date _____

REQUEST TO SUBMIT A LATE APPLICATION FOR REGISTRATION RENEWAL**Applications and payments**

Submit and pay by credit card or pay by cheque or money order made payable to Department of Mines, Industry Regulation and Safety.

**By post**

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to –

Department of Mines, Industry Regulation and Safety

Licensing Services Branch
Locked Bag 100
EAST PERTH WA 6892

**In person**

Lodge your application and pay by cash, cheque, money order or card at the customer service counter.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

Office hours are:

Mon–Fri 8:30am to 4:30pm.

**In person (drop off only service)**

Department of Mines, Industry Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street, PERTH



The department will not receive email or fax applications for this registration.