



Fair Work
Commission

Application for an entry permit (Form F42)

About the F42 application form

Complete this form if:

- you are an officer of the committee of management of an employee organisation, and
- you are applying to the Fair Work Commission (the Commission) for the issue of an entry permit for an officer or employee of the employee organisation.



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

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



Before you complete this form, check:

Note: the proposed permit holder's name on their identity document(s) must match their name on the application form. If there are any issues in relation to this, please contact us before lodging the application.

The proposed permit holder:

- has completed appropriate training about the rights and responsibilities of a permit holder;
- will be available for interview to verify their identity with the Commission after the application is lodged, where the person is a new permit holder; and
- has relevant photographic identity document(s) (for example: current Australian driver's licence, current Australian or foreign passport, or current ImmiCard) available for verification.

Contact us if you do not have any of the documents listed.

The Committee of Management officer:

- has made enquiries to satisfy themselves about the permit qualification matters; and
- will be available to respond to requests for further information as may be necessary by the Commission after the application is lodged.

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 F42 – Application for an entry permit

This is an application to the Commission under section 512 of the [Fair Work Act 2009](#) for an entry permit.

1. 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 or branch				
Organisation				
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		
<input type="checkbox"/> This person is authorised to lodge this application on behalf of the organisation or branch.				

2. About the Proposed Permit Holder

2.1 Name and contact details of the proposed permit holder

Details of the Proposed Permit Holder (must be full legal name)			
First name (for example Robert not Rob)			
Middle name (if none, write N/A)			
Surname			
Previous names (if any)			
Email address		Phone number	

2.2 Role of the proposed permit holder?

- An office holder
 An employee

What is their office or position?

2.3 Has the proposed permit holder previously held an entry permit?

- Yes – insert details of the current or most recent permit number (if known)?
- No – Go to question 3.

RE20 ____/____

2.4 Has this entry permit been returned?

- Yes
 No – Why not? (for example: permit hasn't expired yet; permit has been lost).

Tell us why the entry permit has not been returned.



If a permit is returned more than 7 days after expiry or cannot be returned because it is lost, the proposed permit holder is required to provide a statutory declaration explaining the failure to comply with section 517 of the Fair Work Act 2009.

3. Relevant considerations about whether the proposed permit holder is a fit and proper person

3.1 Permit qualification 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.

a. Has the proposed permit holder received appropriate training about the rights and responsibilities of a permit holder? You can find information about right of entry training on our website.

- No
- Yes – You must attach evidence showing completion of training to this application.

b. Has the proposed permit holder ever been convicted of an offence against an industrial law?

- No
- Yes – Give details below.

c. Has the proposed permit holder ever been convicted of an offence against a law of the Commonwealth, a state, a territory or a foreign country, involving:

- i. entry onto premises; or**
- ii. fraud or dishonesty; or**
- iii. intentional use of violence against another person or intentional damage or destruction of property?**

- No
- Yes – Give details below.

d. Has the proposed permit holder, or any other person (which includes a union), ever been ordered to pay a penalty under the Fair Work Act 2009 or any other industrial law in relation to action taken by the proposed permit holder?

- No
- Yes – Give details below.

e. Has the proposed permit holder had a permit issued under Part 3-4 of the **Fair Work Act 2009**, or a similar law of the Commonwealth (no matter when in force), and the permit was revoked, suspended or made subject to conditions?

- No
- Yes – Give details below.

f. Has the proposed permit holder had a right of entry for industrial or occupational health and safety (OHS) purposes, and the entry permit was cancelled, suspended or conditions imposed by any court, or other person or body, under a state or territory industrial law or a state or territory OHS law?

- No
- Yes – Give details below.

g. Has the proposed permit holder been disqualified from exercising, or applying for, a right of entry for industrial or OHS purposes under a state or territory industrial law or a state or territory OHS law?

- No
- Yes – Give details below.

h. 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 that 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*.

3.2 Declaration by the proposed permit holder

I, (insert full legal name as it appears on page 3) 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.

Proposed permit holder's signature		Date	
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3.3 Declaration by the committee of management officer

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 about the proposed permit holder, and I believe that the proposed permit holder is a fit and proper person to hold an entry permit.

Describe the enquiries below.

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I further declare that the above information is true and correct to the best of my knowledge.

Committee of management officer's signature		Date	
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4. Proposed permit holder’s photograph and signature

The Commission’s photograph requirements are set out on page 7 of this Form.

4.1 Declaration by the proposed permit holder

I, *(insert full legal name as it appears on page 3)* of *(insert organisation name and branch if applicable)* declare that:

- I have provided a recent full-face, passport-size photograph of myself to the committee of management officer making this application on behalf of the organisation/branch. The photograph meets the Commission’s requirements for entry permit photographs.
- I have signed this declaration in the box provided below.
- I have shown the committee of management officer the following document(s) containing my signature. Describe the document(s) below.

- The above information is true and correct.

Proposed permit holder’s signature The signature must not cross the borders of the box.		Date
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The proposed permit holder MUST sign BEFORE the committee of management officer. (This can be on the same day or earlier, but not on a later date).

4.2 Declaration by the committee of management officer

I, *(insert full legal name as it appears on page 2)* of *(insert organisation name and branch if applicable)* declare that:

- The proposed permit holder has shown me a recent full-face, passport-size photograph of themselves. The photograph is a true photograph of the proposed permit holder.
- The photograph shown to me by the proposed permit holder accompanies this application.
- I have compared the above signature of the proposed permit holder with the document(s) shown to me by the proposed permit holder, and I believe the signature on this form to be a true signature of the proposed permit holder. I have sighted the following signed document(s) shown to me by the proposed permit holder. Describe the document(s) below.

- The above information is true and correct.

Committee of management officer's signature		Date
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The committee of management officer **MUST** sign **AFTER** the proposed permit holder. (This can be either on the same day as the proposed permit holder, or a later date, but not an earlier one).

The Commission's photograph requirements of the proposed permit holder

The photograph must:

- be equivalent to a recent passport-size photograph;
- show your full face (including glasses if you normally wear them);
- show you in front of a plain/light-coloured background;
- be in colour and sharp focus; and
- be in digital format less than 5MB in size with a minimum of 406 x 521 pixels.

Privacy

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

- If the Commission decides to issue an entry permit, the Commission will publish on its website the names of the applicant organisation and the permit holder, and the permit details.

Before you lodge

To avoid delays in the processing of your application, check:

- All fields are complete.
- The form has the full legal name of the proposed permit holder, including all middle names (do not leave this field blank. If they do not have a middle name, write 'N/A').
- The proposed permit holder's name and position are consistent throughout the form.
- Both the committee of management officer and proposed permit holder declarations correctly disclose all matters relevant to the permit qualification matters.
- Both declarations are signed and dated. The proposed permit holder **must** sign prior to, or on the same day, as the committee of management officer, but **not** on a later date.

- You have attached 1) evidence that the proposed permit holder has completed appropriate right of entry training; and 2) a recent passport photograph of the proposed permit holder.
- If the permit application is to be lodged by the organisation/branch contact person who is not the committee of management officer, the committee of management officer is to be copied into the lodging email.



Lodge your form

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

What happens next

What we will do



We will:

- Send you an email to confirm we have received your application.
- Arrange a recorded video interview to verify the proposed permit holder's identity and view their photographic identity document(s), where the person is a new permit holder.
- 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 proposed permit holder are available and ready to respond when we contact them.

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