

FIT AND PROPER PERSON FORM

To hold a Certificate of Competence under the Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013 you are required to be a fit and proper person.



You as the applicant must complete, sign and date this form no more than three months before we receive it. You must complete this form correctly for your application to be valid.

Where to send your completed form

This form must be attached to your Certificate of Competence application form.

1. Personal Details

Please complete all of these fields.

Surname:
Given name(s):
Other names used:
Nationality:
Place of birth: <i>Give the city and country</i>
Date of birth: DD / MM / YEAR
Home phone: <i>eg +64 1 234-5678</i>
Mobile phone: <i>eg +21 123-4567</i>
Fax number: <i>eg +64 1 234-6789</i>
Email Address:
Residential Address:
Postcode:
Postal Address: <i>Fill in this section if different from residential address:</i>
Postcode:

Change of Name

Only complete if applicable

If your name has changed for any reason, please provide a copy of **one** of the following items (as relevant).
Please tick included item.

- Marriage Certificate Statutory declaration
- Deed poll Civil union certificate
- Certificate of annulment Divorce papers
- Other similar proof of name change

Confirmation of Identity

Please enclose a **copy** of one of the following items to confirm your identity. The copy must be of a current (unexpired) document.
Please tick the included item.

- A New Zealand Driver Licence
- A full birth certificate
- A certificate of New Zealand Citizenship
- A current refugee travel document used by or on behalf of the government of New Zealand
- A New Zealand or overseas passport
- A New Zealand firearms licence
- A current certificate of identity
- A New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff

2. Purpose of your application

Which Certificate of Competence are you applying for?

- Site senior executive
- First class mine manager
- First class coal mine manager
- A-grade opencast coal mine manager
- B-grade opencast coal mine manager
- A-grade quarry manager
- B-grade quarry manager
- A-grade tunnel manager
- B-grade tunnel manager
- Coal mine underviewer
- Coal mine deputy
- Supervisor
- Electrical superintendent

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Email: BoE_Secretariat@worksafe.govt.nz Phone: 04 901 4980

Post: New Zealand Mining Board of Examiners, WorkSafe NZ, PO Box 165, Wellington 6140

New Zealand Government

- Mechanical superintendent
- Mine surveyor
- Ventilation officer
- Winding engine driver

Continue on a separate sheet of paper if necessary. Remember to sign and date any separate pages you include with this form.

3. Mandatory Questions

The following information is collected for the purposes of regulation 38 of the Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013, which requires an applicant for a certificate of competence to be a fit and proper person to hold that Certificate of Competence.

Note that you may be eligible under the Criminal Records (Clean Slate) Act 2004 to state that you have no criminal record even if you do have convictions. For more information please refer to the Ministry of Justice Website.

Each application will be considered on its individual merits. When assessing whether an applicant is a fit and proper person, the New Zealand Mining Board of Examiners will take into account any matters it considers relevant, particularly the information provided below.

Answer the following questions by ticking the box that applies to you.

Yes No

1 Have you ever been convicted (in any country) in any court of law for any offence relating to health and safety?

2 Have you ever been convicted (in any country) in any court of law for any offence relating to controlled drugs (as defined in the Misuse of Drugs Act 1975) or relating to any prescription medicine (as defined in the Medicines Act 1981)?

3 Have you ever been convicted (in any country) in any court of law for any offence involving violence or causing danger to any person, or criminal damage?

4 Have you had any document, or certificate of competence (or other similar license or document) suspended, cancelled or revoked (in any country)?

5 Have you (in any country) previously had an application for a document or certificate of competence rejected?

6 Have you been convicted for any criminal offence (in any country)?

7 Are you presently facing charges for any offences (in any country)?

8 Is there any other information that is relevant to your application that has not been addressed in the questions above?

Supply details if you ticked yes for any of the questions above.

Include an explanation of the circumstances and steps taken to address the issue, and attach any evidence to support these steps (such as references, certificates etc). Your application is likely to progress more quickly if the information you provide here is complete.

4. Your Criminal History

Please attach a copy of your current New Zealand criminal record. This is available from the Ministry of Justice. You can obtain a copy of your criminal conviction history from the Ministry of Justice. You can access it through this link:

<http://www.justice.govt.nz/services/criminal-records/how-to-get-a-copy-of-your-criminal-conviction-history>

Please also attach a copy of your criminal record history from all countries outside of New Zealand in which you have lived for more than 12 consecutive months within the last five years. Your report must be current, to within three months of leaving a country.

A report of your criminal record history is attached to this form.

Please list below what has been attached

The Criminal Records (Clean Slate) Act 2004 provides a clean slate scheme for eligible individuals, preventing access to their criminal records. You must disclose all of your convictions if you are not protected by this scheme.

Your certificate of competence may be cancelled if you provide any false information in relation to the matters on this form, or if you no longer, or never have been a fit and proper person.

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