



TRADE MEASUREMENT LICENCE
(Individual)

Trade Measurement

8 West Thebarton Road
Thebarton SA

PO Box 469
Hindmarsh SA 5007
DX 225

Tel 08 8234 2036
Fax 08 8234 1486

www.ocba.sa.gov.au

Application for a Trade Measurement Licence
(Instrument Servicing Organisation)

The information contained in this application must be correct. There are penalties if the applicant makes a false or misleading statement.

Section 1 Applicant Details

Full Name of Applicant:	_____

In Partnership with:	_____

Trading As:	_____

	Business Registration No: _____
Principal Place of Business:	_____
	Postcode: _____
Postal Address: (If same as Principal Place of Business write "As Above")	_____
	Postcode: _____

Notes:

Please complete every section of this application unless otherwise instructed.

Section 1:

The Trade Measurement Authority must be advised of any corporate changes within 14 days-
eg Directors
Trading names
Address details
Contact details, etc.

Section 2 Contact Details

Name of Contact Person & Position Held	_____

	Phone number: _____

REMINDER: The application fee of **\$91.00** must accompany this application
Cheques should be made payable to the **Commissioner for Consumer Affairs**

Section 3

Licensing Requirements

Please answer each of the following questions by indicating Yes or No

1. Has your organisation or persons involved with the management of your organisation had a trade measurement servicing licence refused, suspended or revoked under this Act or corresponding Australian law? (If yes, supply details.)

2. Has your organisation or persons involved with the management of your organisation been disqualified from holding a trade measurement servicing licence or from being employed by a licensee to certify measuring instruments under this Act, or a corresponding Australian law? (If yes, supply details)

3. Has your organisation or persons involved with the management of your organisation in the last ten (10) years, been convicted of, or served any part of a term of imprisonment or any offence involving fraud or dishonesty? (If yes, supply details)

4. Is your organisation or persons involved with the management of your organisation at the time of this application the subject of any charge pending involving fraud or dishonesty? (If yes, supply details)

5. Does your organisation or parent organisation hold a current trade measurement servicing license granted by a Australian authority? (If yes, supply details)

Yes / No

Section 4

Instrument Certifiers

1. Will persons involved with the management of your organisation be personally certifying instruments?
2. How many employees of your organisation will be certifying instruments?
3. What class, or classes* of licence is your organisation applying for?
List the class number or numbers checked in Section 5
4. Please indicate the certification mark that you propose to use, eg, applicants initials.

Notes:

Section 4:

Please complete details for each person certifying instruments at Section 6.

* Refer to Section 5

The Trade Measurement Authority allocates the mark and may allocate an alternative if the mark proposed is unacceptable.

Section 5

Class of Measuring Instruments

Please indicate with a tick each class of instrument you intent to certify

Masses

- 100 Masses not exceeding 20kg, other than masses marked "A" or metric carat masses
- 101 Masses marked "A" and/or metric carat masses

Measures of Volume

- 200 Volume measures
- 201 Liquor measures
- 202 Alcoholic beverage measures (drinking and portable)
- 203 Lubricating oil measures
- 204 Pharmaceutical dispensing measures, graduated measuring cylinders
- 205 Measuring container bottles

Length Measuring Instruments

- 300 Measures of length not exceeding 2 metres
- 301 Measures of length exceeding 2 metres
- 302 Fabric measuring instruments

Dimensional Measurement

- 400 Area measuring instruments
- 401 Dimensional measuring instruments

Section 6

Details of Persons Nominated as Public Weighbridge Operators

Surname	CITIZEN	Given Names	JOHN JOSEPH	
Residential Address	12 Adelaide Road ADELAIDE		Postcode	5000
Date of Birth	01 / 07 / 81	Instrument Class(es) sought	500, 241	

Notes:

Section 6

List all persons who will be required to certify measuring instruments.

Please do not provide a post office box address

Instrument Classes -

Refer to **Section 4** of this application.

Additional Certifiers

Further copies of this section are available upon request.

Surname	_____			Given Names	_____
Residential Address	_____			Postcode	_____
Date of Birth	/	/	_____	Instrument Class(es) sought	_____

Surname	_____			Given Names	_____
Residential Address	_____			Postcode	_____
Date of Birth	/	/	_____	Instrument Class(es) sought	_____

Surname	_____			Given Names	_____
Residential Address	_____			Postcode	_____
Date of Birth	/	/	_____	Instrument Class(es) Sought	_____

Surname	_____			Given Names	_____
Residential Address	_____			Postcode	_____
Date of Birth	/	/	_____	Instrument Class(es) sought	_____

Surname	_____			Given Names	_____
Residential Address	_____			Postcode	_____
Date of Birth	/	/	_____	Instrument Class(es) sought	_____

Surname	_____			Given Names	_____
Residential Address	_____			Postcode	_____
Date of Birth	/	/	_____	Instrument Class(es) sought	_____

Section 7

Declaration

I hereby declare that:

1. I am well acquainted with the provisions of the Trade Measurement Act 1993 relating to the certification of measurement instruments.
2. I possess or have access to the necessary equipment required to certify measuring instruments of which a trade measurement licence is sought.
3. The information contained in this application is true to the best of my knowledge.

Signature _____ Date: / /

Position in Organisation (please print)	
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Documentation

The Applicant is required to provide all relevant documentation as prescribed within the 'Information for Licence Applicants' booklet. Please ensure that you can answer 'yes' to each question in the checklist found at **Appendix 1** before submitting this application.

The following documentation should accompany this application:

- a) Copy of your 'Quality Manual' and 'Operations Manual' (refer to checklist).
- b) List of Reference Standards (test equipment).
- c) A facsimile or sample of your proposed 'Certificates of Compliance' and 'Certificates of Non-compliance'.

Enquiries and Information

If there are any difficulties in understanding what is required in completing this application form, or in understanding any other matter in respect to this Trade Measurement Licence application kit, please contact the Trade Measurement section by telephone, facsimile or visit our office in person.

Telephone: (08) 8234 2036

Facsimile: (08) 8234 1486

Office Location

8 West Thebarton Road
THEBARTON SA 5031

Postal Address

PO Box 469
HINDMARSH SA 5007

Important Note: Signature

This application must only be signed by the Director, Principal Executive Officer or Secretary of the corporation.

Persons signing for a corporation must indicate their status within the corporation.

Note:
Address all correspondence to:
**The Coordinator
Trade Measurement**