



## Application for an Electrical Contractor's Licence

<p><b>All required information is to be submitted for this application to be accepted</b></p>	<p><b>Application checklist - Please check</b>  <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.</b> This application must be accompanied by the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of successful completion of the Business modules of the Electrical Contractor's Training Program issued by an Approved Registered Training Organisation within the last two years.  <i><b>Not required</b> if applicant is currently or has been a Management Representative on a WA Electrical Contractor's Licence/In-House Installing Work Licence within the past five years.</i></li> <li><input type="checkbox"/> A Letter from the Interstate Regulator stating the Management Representative is the registered Business Person on a current Electrical Contractors Licence (if applicable).</li> <li><input type="checkbox"/> Evidence of successful completion of the Nominee modules of the Electrical Contractor's Training Program issued by an Approved Registered Training Organisation within the last two years.  <i><b>Not required</b> if applicant is currently or has been a nominee on a WA Electrical Contractor's Licence/In-House Installing Work Licence within the past two years.</i></li> <li><input type="checkbox"/> A Certificate of Currency <b>issued/printed within the last 30 days</b> that provides a civil (public) liability including the <b>Legal Entity Name and if applicable the Trading Name.</b></li> <li><input type="checkbox"/> Company Extract issued by ASIC - if applying as a body Corporate.</li> <li><input type="checkbox"/> Business Name Extract issued by ASIC – if applying using a Trading Name (<i>Where your business name is trading through a trust you will be required to provide a copy of your Trust Deeds</i>).</li> <li><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet for the Management Representative.</li> <li><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet for the Nominee.</li> <li><input type="checkbox"/> Non-refundable application fee.</li> <li><input type="checkbox"/> Registration fee.</li> </ul>
---	---

<p><b>Credit card details submitted as payment remain confidential at all times</b></p>	<p><b>Payment Details</b> (Payment will appear as <b>"WA Gov – DMIRS"</b> on your bank statement)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cheque enclosed (made payable to Department of Mines, Industry Regulation and Safety)</li> <li><input type="checkbox"/> Credit Card payment    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Visa</li> </ul> <p>Card Number    _____ / _____ / _____ / _____    Expiry Date    <input style="width: 60px; height: 20px;" type="text" value=""/> / <input style="width: 60px; height: 20px;" type="text" value=""/></p> <p>Cardholder's Name: _____ (PLEASE PRINT)</p> <p><i>I authorise the Department to deduct the current prescribed fee, including any applicable late fee. Fees are subject to change on 1 July each year.</i></p> <p>Cardholder's Signature: _____    Date _____</p> <p>Cardholder's contact phone number: _____</p>
---	--

**OFFICE USE ONLY**

<b>Licence No:</b>		<b>Department Code</b>	EC	<b>Chart Description</b>	<input type="checkbox"/> Application Fee
<b>Total Due</b>	\$	<b>Link Licence to payment</b>	Yes		<input type="checkbox"/> Registration Fee

**PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Please ensure you have provided all required information and supporting documentation as per the application checklist. Failure to submit a completed application will result in the cancellation of your application and loss of the application fee.

Please print neatly in **BLOCK LETTERS** with a black or blue pen only

**Electricity  
(Licensing)  
Regulations  
1991**

Under the Electricity (Licensing) Regulations 1991 an electrical contractor's licence can only be issued to an individual (sole trader), firm (partnership) or body corporate.

**Please note that there is no provision in the regulations to issue a licence to a Trust.**

**SECTION 1**

**Applicant Details**

Print Name of the person completing the application \_\_\_\_\_

Licence holder Name: \_\_\_\_\_ ACN: \_\_\_\_\_

ASIC Registered Business/Trading Name: (if applicable) \_\_\_\_\_

**Provide STREET  
ADDRESS of  
principal place  
of business**

Principal Place of Business: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**If same as above  
address, write  
"as above"**

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Provide all  
relevant details**

Work Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please indicate  
your business  
structure**

**Business Structure**

I/We intend to carry on business as an electrical contractor and hereby make application for a licence to be held in the capacity of a:

- Sole Trader – Please complete sections 1, 2, 5, 6, 7, 8 (if applicable), 9 and 10**  
"A person who trades by himself/herself without the use of a company structure or partners and bears alone full responsibility for the actions of the business."
- Firm – Please complete sections 1, 3, 5, 6, 7, 8 (if applicable), 9 and 10**  
"Partners carrying on business or a group of persons working together, generally a business owned by more than one person in which they share responsibility as a partnership."
- Body Corporate (Pty Ltd companies) – Please complete sections 1, 4, 5, 6, 7, 8, 9 and 10**  
"A business owned, generally by a group of people that has its own legal identity separate from its owners, generally a business owned by more than one person that has directors and is a proprietary limited company."

<p><b>SECTION 2</b></p> <p><b>To be completed by the person applying in the capacity of the owner (i.e. sole trader)</b></p>	<p>I, the <b>sole trader</b>, hereby undertake that the provisions of the Electricity (Licensing) Regulations 1991 will be observed.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>
--	---

<p><b>SECTION 3</b></p> <p><b>To be completed by all those applying in the capacity of a firm (i.e. a partnership)</b></p>	<p>We, the <b>members of the firm</b>, hereby undertake that the provisions of the Electricity (Licensing) Regulations 1991 will be observed.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>If insufficient space for all members of the firm to sign, please attach a separate page.</p>
--	---

<p><b>SECTION 4</b></p> <p><b>To be completed by all those applying in the capacity of a body corporate (i.e. a Pty Ltd company)</b></p>	<p>Directors <b>OR</b> a Company Secretary registered with Australian Securities and Investment Commission (ASIC) authorised to sign on behalf of the directors may complete this section.</p> <p>I/we, the <b>Director/s</b>, hereby undertake that the provisions of the Electricity (Licensing) Regulations 1991 will be observed.</p> <p><b>Director/s:</b></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>If insufficient space for all Directors to sign, please attach a separate page.</p> <p><b>OR</b></p> <p><b>Company Secretary:</b></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>
--	---

<p><b>SECTION 5</b></p> <p><b>To be completed by the person applying in capacity of the Management Representative – additional</b></p>	<p><b>Management Representative</b></p> <p>Where registering more than one Management Representative, please attach a separate page for each applicant.</p> <p>Please indicate the name of the Management Representative who complies with the below requirements:</p> <p>Title:    <input type="checkbox"/> Mr    <input type="checkbox"/> Mrs    <input type="checkbox"/> Ms    <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Date of Birth: _____</p>
<p><b>Provide details of current residential address</b></p>	<p>Residential Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
<p><b>If same as above address, write “as above”</b></p>	<p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
<p><b>Provide all relevant details</b></p>	<p>Home Phone: _____ Work Phone: _____</p> <p>Mobile Phone: _____ Facsimile: _____</p> <p>Email: _____</p>
<p><b>Regulation 36</b></p>	<p><b>Requirement of Management</b></p> <p>Regulation 36 of the Electricity (Licensing) Regulations 1991 requires that the applicant, or at least one person in the employ of the applicant who is concerned in the management or conduct of the business, understands fully the duties and obligations imposed by the regulations, the <i>Electricity Act 1945</i> and the <i>Energy Coordination Act 1994</i> and has successfully completed the following modules of the electrical contractor training program:</p> <ul style="list-style-type: none"> <li>• General Legislative Requirements; and</li> <li>• Establishing a Contracting Business</li> </ul> <p>Applicants are required to provide the following:</p> <p><input type="checkbox"/> Evidence of successful completion of the Business modules of the Electrical Contractor’s Training Program issued by an Approved Registered Training Organisation within the last five years.</p> <p>For a list of approved Registered Training Organisations, please refer to the Electrical Contractors Licence Fact Sheet available on our website.</p>
<p><b>Recognition of current, or previous, eligibility as Management Representative</b></p>	<p><b>OR</b> If you are currently, or have previously been within the past five years, a management representative on an Electrical Contractor’s Licence in Western Australia, please complete the following details:</p> <p>EC No: _____ Date licence or Management Representative status expired: _____</p> <p>Name in which licence was issued: _____</p>
<p><b>Interstate Applicants wanting exemption</b></p>	<p><b>OR <i>Interstate applicants</i></b> wanting exemption from undertaking the two Business Modules of the Electrical Contractors Program must supply a clear copy of a current Electrical Contractor’s Licence registration from Australia or New Zealand in their own name. If the licence is in the name of a partnership or Pty Ltd Company, a copy of the current Electrical Contractor’s Licence must also be accompanied by a Letter from the Regulator stating the applicant is the registered Business Person on this Licence.</p> <p>Name of Interstate Licensing Authority: _____</p> <p>Licence No: _____ Expiry Date: _____</p>
<p><b>This section must be completed</b></p>	<p><b>Management Representative Declaration</b></p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>

<b>SECTION 6</b> <b>To be completed by the person applying in capacity of the Nominee</b>	<b>Nominee</b> Where registering more than one Nominee, please attach a separate page for each applicant. Please indicate the name of the Nominee who complies with the below requirements: Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Surname: _____ Given Names: _____ Date of Birth: _____
<b>Provide details of current residential address</b>	Residential Address: _____ Suburb: _____    State: _____    Postcode: _____
<b>If same as above address, write "as above"</b>	Postal Address: _____ Suburb: _____    State: _____    Postcode: _____
<b>Provide all relevant details</b>	Home Phone: _____    Work Phone: _____ Mobile Phone: _____    Facsimile: _____ Email: _____
<b>Electrical Worker's Licence Number</b>	Current Western Australian Electrician's Licence number: EW _____
<b>Regulation 36</b>	<b>Requirement of Nominee</b> Regulation 36 of the Electricity (Licensing) Regulations 1991 requires that the applicant, or at least one person in the employ of the applicant, is the holder of a current Western Australian Electrician's Licence and that person has, to the satisfaction of the Electrical Licensing Board, completed the following modules of the electrical contractor training program: <ul style="list-style-type: none"> <li>• Operation (Electrical) Legislative Requirements; and</li> <li>• Electrical Requirements.</li> </ul> Applicants are required to provide the following: <input type="checkbox"/> Evidence of successful completion of the Nominee modules of the Electrical Contractor's Training Program issued by an Approved Registered Training Organisation within the last two years. For a list of approved Registered Training Organisations, please refer to the Electrical Contractors Licence Fact Sheet available on our website.
<b>Recognition of current or previous eligibility as Nominee</b>	If you are currently, or have previously been within the past two years, a nominee on an Electrical Contractor's (EC) or In-House Installing Work (IH) Licence in Western Australia, please complete the following details: EC No: _____    and/or    IH No: _____ Name in which licence was issued: _____ Date licence or Nominee status expired: _____
<b>This section must be completed</b>	<b>Nominee Declaration</b> In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that I am the holder of a current Western Australian Electrician's licence and that the information in this application or any documentation attached by me is complete and true to the best of my knowledge. Name: _____ Signature: _____    Date: _____

<b>SECTION 7</b>	<p><b>Insurance</b></p> <p>Applicants must hold with a reputable insurer a current policy of insurance against civil liability, in respect of the work of an electrical contractor that complies with the requirements specified by the Board.</p> <p>Applicants must therefore provide:</p> <p><input type="checkbox"/> A Certificate of Currency <b>issued/printed within the last 30 days</b> that provides a civil (public) liability <b>including the Legal Entity Name and if applicable the Trading Name.</b> (e.g. for a sole trader "Joe Citizen trading as Citizens Electrical Service" or for a corporate body "ABC Contracting Pty Ltd trading as ABC Electrical".)</p>
<b>SECTION 8</b>	<p><b>Company and Business Name Registration (if applicable)</b></p> <p>Where trading in a name other than a first and surname, a copy of the Company Extract and if applicable the Business Name Extract issued by the Australian Securities and Investments Commission (ASIC) is required.</p> <p><input type="checkbox"/> Company Extract issued by ASIC - if applying as a body Corporate</p> <p><input type="checkbox"/> Business Name Extract issued by ASIC – if applying using a Trading Name (<i>Where your business name is trading through a trust you will be required to provide a copy of your Trust Deeds</i>)</p>
<b>SECTION 9</b> <b>Proof of Identification</b>	<p><b>Proof of Identification</b></p> <p><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet for the Management Representative</p> <p><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet for the Nominee</p> <p>Where you are carrying out more than one of the above positions only <b>one</b> copy of proof of identification is required.</p>
<b>SECTION 10</b> <b>Sign and date before submitting application</b>	<p><b>Applicant Declaration</b></p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>Position: _____</p> <p>Name : _____</p> <p>Signature: _____ Date: _____</p>

**You may lodge your completed application:**

**By post addressed to:**

**Licensing Services**  
Department of Mines, Industry  
Regulation and Safety  
Locked Bag 100  
EAST PERTH WA 6892

**In person at:**

**Customer Service**  
Level 1, Mason Bird Building  
303 Sevenoaks Street  
CANNINGTON  
Hours: 8:30am to 4:30pm  
Monday to Friday

**Enquiries Only**

Telephone: (08) 6251 2000

Email (**Do Not Email Form**)  
[energylicensing@dmirs.wa.gov.au](mailto:energylicensing@dmirs.wa.gov.au)

Internet: [www.energysafety.wa.gov.au](http://www.energysafety.wa.gov.au)



# Proof of identity of applicants for an electrical or gas worker's licence

Fact Sheet

The Licensing Office maintains a database of licensed electrical and gas operatives and ensures that the information is accurate and confidential, protecting operatives against the possible fraudulent use of their name.

Applicants for an electrical or gas worker's licence in Western Australia must prove their identity. This fact sheet explains the requirements for an applicant to prove his or her identity.

Before an electrical or gas worker's licence will be issued, applicants must prove their identity by presenting as many documents from the following lists so as to score a minimum of 100 points. The documentation provided may be a photocopy of the original document.

**Credit Cards, Debit Cards or Bank Statements cannot be accepted for proof of identification.**

**AT LEAST ONE DOCUMENT PROVIDED MUST SHOW THE SIGNATURE OF THE APPLICANT.**

**Name of the signatory verified from one of the following: 70 POINTS**

- Birth Certificate / Birth Card issued by the Registry of Births, Deaths and Marriages
- Australian Citizenship Certificate
- International Travel Document / Current Passport
- Expired passport which has not been cancelled and was current within the preceding 2 years
- Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

Note: Additional points cannot be scored for more than one document.

**Name of signatory verified from one of the following (but only where they contain a photograph or signature that can be matched to the signatory) 40 POINTS**

- A licence or permit issued under a law of the Commonwealth, a State or Territory
- An identification card issued to a public employee (with photo or signature)
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit (with photo or signature)
- An identification card issued to a student at a secondary or tertiary education institution (with photo or signature)
- Australian drivers licence

**Name and Address of signatory verified from any of the following: 35 POINTS**

- Document verifying employment (A current employer, or a previous employer within the last 2 years)
- Document from a rating authority (e.g. land rates)

**Name of signatory verified from any of the following: 25 POINTS**

- Marriage Certificate (for maiden name only)
- Council Rates Notice
- Telephone Account
- Medicare Card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

**Name and Date of Birth verified from any of the following: 25 POINTS**

- Records of primary, secondary or tertiary educational institution attended by the signatory within the last 10 years
- Records of a professional or trade association of which the signatory is a member
- Proof of Age Card
- Foreign Driver's Licence