



## Application to register a Nominee on an In-House Electrical Installing Work Licence (Company)

### Form R008C

|  |   |                        |    |                          |                  |
|--|---|------------------------|----|--------------------------|------------------|
| <b>Application checklist</b>                   | <p>Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.</p> <p><input type="checkbox"/> <b>Payment details</b> completed:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Nominee fee</p> <p><input type="checkbox"/> <b>Nominee</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> Nominee details completed</p> <p style="padding-left: 20px;"><input type="checkbox"/> Electrical Workers Licence details completed</p> <p style="padding-left: 20px;"><input type="checkbox"/> Provide evidence of competency in accordance with the 'Evidence of competency' section</p> <p style="padding-left: 20px;"><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet</p> <p><input type="checkbox"/> <b>Company details</b> completed.</p> <p><input type="checkbox"/> <b>Company declaration</b> completed</p> |                        |    |                          |                  |
| <b>Credit card details remain confidential</b> | <p><b>Payment Details</b> (Payment will appear as "WA Gov – DMIRS" on your bank statement)</p> <p><input type="checkbox"/> Cheque enclosed (made payable to Department of Mines, Industry Regulation and Safety)</p> <p><input type="checkbox"/> Credit Card payment    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Visa</p> <p>Card Number    _____ / _____ / _____ / _____    Expiry Date    <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/></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>   |                        |    |                          |                  |
| <b>OFFICE USE ONLY</b>                         |   |                        |    |                          |                  |
| <b>Total Due</b>                               | \$  | <b>Department Code</b> | IH | <b>Chart Description</b> | IH - Nominee Fee |

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**)  
[electricallicensing@dmirs.wa.gov.au](mailto:electricallicensing@dmirs.wa.gov.au)

Internet:  
[www.dmirs.wa.gov.au/building-and-energy](http://www.dmirs.wa.gov.au/building-and-energy)

**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.

### Nominee

#### Nominee details

Title:  Mr  Mrs  Ms  Other \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please confirm your agreement to be appointed as Nominee by signing the 'Signature of Nominee' field, below:

Signature of Nominee \_\_\_\_\_ Date: \_\_\_\_\_

#### Electrical Workers Licence

Provide details of current Electrical Workers (EW) Licence endorsed as an Electrician's Licence

EW No: \_\_\_\_\_

#### Evidence of competency

Please either:

Provide evidence of successful completion of the following Nominee module/s, issued by an approved Registered Training Organisation within the last two years:

- WAE200 – Electrical Operational Requirements
- or
- EA103A Operational Legislative Requirements; and
- WAE100 Electrical Requirements

**Or**

Provide details below of current or previous (within the past two years) Nominee appointment on an Electrical Contractor's (EC) or In-House Electrical Installing Work (IH) Licence in WA:

EC No: \_\_\_\_\_ and/or IH No: \_\_\_\_\_

Name of Licence holder: \_\_\_\_\_

**Or**

Provide evidence of being an Inspector designated under Section 12 of the *Energy Coordination Act 1994* within the past two years.

#### Proof of identification

Please attach proof of identification (**minimum 100 points**) for the Nominee in accordance with the attached Fact Sheet.

## In-House Electrical Installing Work Licence Declaration

### Company Details

In-House Electrical Installing Work Licence number (IH): \_\_\_\_\_

Company name that holds the In-House Electrical Installing Work Licence:

\_\_\_\_\_

### Company Declaration

Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to:

- falsify any matter pertaining to an application;
- provide any document or other evidence relating to qualifications or experience that is forged, false or fraudulent;
- provide any document in support of an application that is wrongfully represented as pertaining to the applicant; or
- give a false testimonial in connection with this application.

By signing this declaration, you give consent to the Electrical Licensing Board, duly authorised officers of the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries and to receive and disclose any information for the purpose of determining this application.

**Information for document execution: This document is to be executed on behalf of the company by either:**

- Two directors; or**
- One director and one secretary; or**
- One director where that person is both sole director and sole secretary.**

Declaration

1. I/we authorise the Electrical Licensing Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. I/we agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application;
2. Sincerely declare that the Nominee(s) is/are to be employed by the applicant body corporate for In-House Electrical Installing Work Licence. In circumstances where the Nominee is not employed by the body corporate, specific Board consent for the Nominee appointment has been sought and approved in accordance with regulation 38(3) of the Electricity (Licensing) Regulations 1991; and
3. Sincerely declare that this application is true and correct.

Executed for and on behalf of:  
In accordance with Section 127 of the  
Corporations Act 2001

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Signature of director 1

\_\_\_\_\_  
Signature of director 2 / secretary  
(if applicable)

\_\_\_\_\_  
Name of director 1 (print)

\_\_\_\_\_  
Name of director 2 / secretary (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## FACT SHEET

### Proof of identity requirements for applicants for an electrical licence or gasfitting permit

Licensing Services maintains a register 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. This fact sheet explains the requirements for an applicant to prove his or her identity.

**APPLICANTS MUST PROVE THEIR IDENTITY BY PRESENTING AS MANY DOCUMENTS FROM THE FOLLOWING LISTS SO AS TO SCORE A MINIMUM OF 100 POINTS.**

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

**CREDIT CARDS, DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION.**

**Must include the Name of the signatory verified from one of the following:**

**70 POINTS**

- Birth certificate (not an extract)
- 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: ONLY ONE DOCUMENT FROM THE ABOVE LIST CAN BE ACCEPTED FOR 70 POINTS.**

**Must include the name and a photograph or signature of signatory verified from one of the following:**

**40 POINTS**

- A current licence or permit issues under a law of the Commonwealth, a State or Territory
- An identification card issued to a public employee
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit
- An identification card issued to a student at a secondary or tertiary education institution
- A current Australian Driver's Licence

**Must include the 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)

**Must include the Name of signatory verified from any of the following:**

**25 POINTS**

- Marriage certificate
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

**Must include Name and Date of Birth of signatory 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/Photo card
- Current Foreign Driver's Licence

**THE DOCUMENTATION PROVIDED MAY BE A PHOTOCOPY OF THE ORIGINAL DOCUMENT.**