



Application for an Electrical Contractor's Licence - Company

<p>All required information is to be submitted for this application to be accepted</p>	<p>Application checklist - Please check INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Check this application has the following:</p> <p><input type="checkbox"/> Non-refundable application fee.</p> <p><input type="checkbox"/> Registration fee.</p> <p><input type="checkbox"/> Name of company and company particulars completed.</p> <p><input type="checkbox"/> Company director(s) details completed.</p> <p><input type="checkbox"/> Nominee section:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Nominee details completed</p> <p style="margin-left: 20px;"><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.</p> <p><i>Not required 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></p> <p><input type="checkbox"/> A Certificate of Currency issued/printed within the last 30 days that provides a civil (public) liability including the Legal Entity Name and if applicable the Trading Name.</p> <p><input type="checkbox"/> Duties and obligations imposed on electrical contractors:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Management representative details completed.</p> <p style="margin-left: 20px;"><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 (or alternative interstate regulator letter).</p> <p><i>Not required 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></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><input type="checkbox"/> Declaration completed and signed.</p>
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<p>Credit card details remain confidential</p>	<p>Payment Details (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 type="text"/> / <input 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>
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OFFICE USE ONLY					
Licence No:		Department Code	EC	Chart Description	<input type="checkbox"/> Application Fee
Total Due	\$	Link Licence to payment	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 may 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

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

Company details

Print Name of the person completing the application: _____

Company name: _____

Business name: (trading as) _____

Australian business number (ABN): _____

Australian company number (ACN): _____

Principal place of business* address

**Required for publication on the register. Cannot be a PO Box.*

Principal Place of Business: _____

Suburb: _____ State: _____ Postcode: _____

Postal address*

As above **Address for correspondence from the Department.*

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Provide all relevant details

Phone (Office): _____

Mobile Phone*: _____

Email*: _____

**Required to receive courtesy renewal reminder notifications via SMS and email and other important information related to your licence.*

Company director details

For **each director** of the company, complete **'Director details' section**. If you need more space to record each director, make copies of the template and attach to this application form.

Director 1 details

Title: Mr Mrs Ms Other _____

Surname: _____

Given Names: _____

Date of Birth: ____ / ____ / ____

Residential address

Street: _____

Suburb: _____ State: _____ Postcode: _____

Postal address As above

Street: _____

Suburb: _____ State: _____ Postcode: _____

**Director details
- (continued)**

Contact details

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Email: _____

Director 2 details

Title: Mr Mrs Ms Other _____

Surname: _____

Given Names: _____

Date of Birth: ____ / ____ / ____

Residential address

Street: _____

Suburb: _____ State: _____ Postcode: _____

Postal address As above

Street: _____

Suburb: _____ State: _____ Postcode: _____

Contact details

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Email: _____

Director 3 details

Title: Mr Mrs Ms Other _____

Surname: _____

Given Names: _____

Date of Birth: ____ / ____ / ____

Residential address

Street: _____

Suburb: _____ State: _____ Postcode: _____

Postal address As above

Street: _____

Suburb: _____ State: _____ Postcode: _____

Contact details

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Email: _____

SECTION 2

Nominee details

Nominee – Holder of an electrician’s licence

Regulation 36(3)(a) of the Electricity (Licensing) Regulations 1991 requires the body corporate applying for an electrical contractor licence to employ at least one person to be nominated as Nominee. The Nominee must:

- Hold a current Electrical Workers Licence endorsed as an Electrician’s Licence; and
- Complete the following modules of the electrical contractor training program:
 - Operation (Electrical) Legislative Requirements; and
 - Electrical Requirements.

Nominee 1

Title: Mr Mrs Ms Other

Surname: _____ Given Names: _____

Date of birth: _____ / _____ / _____ Current WA Electrician’s Licence No: _____

Signature of Nominee: _____

Nominee 2 (if applicable)

Title: Mr Mrs Ms Other

Surname: _____ Given Names: _____

Date of birth: _____ / _____ / _____ Current WA Electrician’s Licence No: _____

Signature of Nominee: _____

If you wish to nominate more than two nominees, please make copies of the above template and attach to the application.

Regulation 36(1)(a)(iii) further requires that the Nominee has completed the following modules of the electrical contractor training program:

- Operation (Electrical) Legislative Requirements; and
- Electrical Requirements.

Please attach evidence of successful completion of the (above listed) 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 Contractor’s Licence Fact Sheet available at www.commerce.wa.gov.au/publications/electrical-contractors-licence-application

OR

If you are currently, or have 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:

If you require more space to document current/previous Nominee appointment, please make a copy of the below template and attach to this application.

Nominee 1:

EC No: _____ and/or IH No: _____

Name in which licence was issued: _____

Date licence or Nominee status expired: _____ / _____ / _____

Nominee 2:

EC No: _____ and/or IH No: _____

Name in which licence was issued: _____

Date licence or Nominee status expired: _____ / _____ / _____

Nominee training

SECTION 3 Insurance (applicant)	Insurance <p>The applicant 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 issued/printed within the last 30 days that provides a civil (public) liability including the Legal Entity Name and <u>if applicable</u> the Trading Name.</p> <p><i>(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".)</i></p>
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SECTION 4 To be completed by the person applying in capacity of the Management Representative – additional	Management Representative <p>Regulation 36(3)(b) of the Electricity (Licensing) Regulations 1991 requires that at least one natural person concerned in the management or conduct of the body corporate (i.e. a director of the body corporate) fully understands 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"> • General Legislative Requirements; and • Establishing a Contracting Business <p>Please indicate the name of the Management Representative who complies with the above requirements:</p> <p>Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Date of Birth: _____ / _____ / _____</p> <p>Signature of management representative: _____</p> <p>Please attach, in the name of the above listed Management Representative:</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><i>For a list of approved Registered Training Organisations, please refer to the Electrical Contractor's Licence Fact Sheet available at www.commerce.wa.gov.au/publications/electrical-contractors-licence-application</i></p> <p style="text-align: center;">OR</p>
Recognition of current, or previous, eligibility as Management Representative	<p>If you are currently, or have 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 style="text-align: center;">OR</p>
Interstate licensee - seeking exemption from Management Representative Business modules	<p>Interstate/NZ electrical contractor licence holders nominated as management representative seeking 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.</p> <p>Name of Interstate Licensing Authority: _____</p> <p>Licence No: _____ Expiry Date: _____</p>

SECTION 5 Proof of Identification	Proof of Identification <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 one copy of proof of identification is required.</p>
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SECTION 6 Sign and date before submitting application	Declaration Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to: <ul style="list-style-type: none"> • 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.	
	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. My general consent includes the specific consent to the acquisition of copies of my criminal records. I 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; and 2 sincerely declare that this application is true and correct.	
	Executed for and on behalf of: In accordance with Section 127 of the <i>Corporations Act 2001</i>	
	_____ Name of company	
	_____ Signature of director	_____ Signature of director (if applicable) or Signature of company secretary (being sole director/secretary of the company) (Delete if not applicable)
	_____ Name of director (print)	_____ Name of director/secretary (print)
_____ Date	_____ Date	

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

Internet: www.energysafety.wa.gov.au



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

Fact Sheet

Licensing Services 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