



## Application for an In-House Electrical Installing Work 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></p> <p><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 Nominee modules of the Electrical Contractor's Training Program issued by an Approved Registered Training Organisation within the last two years.  <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></li> <li><input type="checkbox"/> Company Extract issued by ASIC - if applying as a body Corporate (if applicable).</li> <li><input type="checkbox"/> Business Name Extract issued by ASIC (if applicable) <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 Nominee.</li> <li><input type="checkbox"/> Non-refundable application.</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 "WA Gov – DMIRS" 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: 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>					
<p><b>Licence No:</b></p>		<p><b>Department Code</b></p>	<p>IH</p>	<p><b>Chart Description</b></p>	<p><input type="checkbox"/> Application Fee</p> <p><input type="checkbox"/> Registration Fee</p>
<p><b>Total Due</b></p>	<p>\$</p>	<p><b>Link Licence to payment</b></p>	<p>Yes</p>		

**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

**Applicant Details**

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

Legal Name: \_\_\_\_\_ ACN: \_\_\_\_\_

Business/Trading Name (if applicable): \_\_\_\_\_ BN: \_\_\_\_\_

**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**

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

**Please provide all relevant names**

Names of all **Owners, Partners and/or Directors OR a Company Secretary** authorised to sign on behalf of the directors may complete this section.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

**Company Secretary:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If insufficient space for all members to sign, please attach a separate page.

<b>To be completed by the person applying in capacity of the Nominee</b>	<p><b>Nominee</b></p> <p>Where registering more than one Nominee, please attach a separate page for each applicant.</p> <p>Please indicate the name of the Nominee who complies with the above 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>
<b>Provide details of current residential address</b>	<p>Residential Address: _____</p> <p>Suburb: _____        State: _____        Postcode: _____</p>
<b>If same as above address, write "as above"</b>	<p>Postal Address: _____</p> <p>Suburb: _____        State: _____        Postcode: _____</p>
<b>Provide email address details if available</b>	<p>Home Phone: _____        Work Phone: _____</p> <p>Mobile Phone: _____        Facsimile: _____</p> <p>Email: _____</p>
<b>Electrical Worker's Licence Number</b>	<p>Current Western Australian Electrician's Licence number:</p> <p>EW _____        Expiry date: _____</p>
<b>Regulation 36</b>	<p><b>Requirement of Nominee</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, 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:</p> <ul style="list-style-type: none"> <li>• Operation (Electrical) Legislative Requirements; and</li> <li>• Electrical Requirements.</li> </ul> <p>Applicants are required to provide the following:</p> <p><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>For a list of approved Registered Training Organisations, please refer to the Electrical Contractors Licence Fact Sheet available on our website.</p>
<b>Recognition of current, or previous, eligibility as Nominee</b>	<p><b>OR</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:</p> <p>EC No: _____        and/or        IH No: _____</p> <p>Name in which licence was issued: _____</p> <p>Date licence or Nominee status expired: _____</p>
<b>This section must be completed</b>	<p><b>Nominee Declaration</b></p> <p>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</p> <p>Name: _____</p> <p>Signature: _____        Date: _____</p>

<b>Legal and Trading Name registration</b>	<b>Company and Business Name Registration (if applicable)</b> 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. <input type="checkbox"/> Company Extract issued by ASIC – if applying as a body Corporate <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> )
<b>Please provide the name and address of all premises owned, leased or occupied where electrical installing work is to be carried out</b>  <b>If insufficient space for all premises, please attach a separate page.</b>	<b>Details of Premises Owned, Leased or Occupied</b> Name of Premises (if applicable): _____ Street Address: _____ Suburb: _____ State: _____ Postcode: _____ Name of Premises (if applicable): _____ Street Address: _____ Suburb: _____ State: _____ Postcode: _____ Name of Premises (if applicable): _____ Street Address: _____ Suburb: _____ State: _____ Postcode: _____ <b>If insufficient space for all premises, please attach a separate page.</b>
<b>Proof of Identification for Nominee</b>	<input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet for the Nominee
<b>Sign and date before submitting application</b>	<b>Declaration</b> 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. Proprietor/Manager Name : _____ Signature: _____ 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](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 driver's 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