



Restoration of Name to the Electrical Licensing Register

In-House Installing Work Licence

All required information is to be submitted for this application to be accepted	Application Checklist – Please check Check this application has the following: <input type="checkbox"/> Licence holder details. <input type="checkbox"/> Nominee details. <input type="checkbox"/> Declaration by licence holder – nominee conditions of employment. <input type="checkbox"/> Application declaration signed and dated. <input type="checkbox"/> Non-refundable restoration fee. <input type="checkbox"/> Renewal fee.				
Credit card details remain confidential at all times	Payment Details (Payment will appear as “WA Gov – DMIRS” on your bank statement) <input type="checkbox"/> Cheque enclosed (made payable to Department of Mines, Industry Regulation and Safety) <input type="checkbox"/> Credit Card payment <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card Number _____ / _____ / _____ / _____ Expiry Date <input style="width: 50px; height: 20px;" type="text"/> / <input style="width: 50px; height: 20px;" type="text"/> Cardholder’s Name: _____ (PLEASE PRINT) <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> Cardholder’s Signature: _____ Date: _____ Cardholder’s contact phone number: _____				
OFFICE USE ONLY					
Licence No:		Department Code	IH <input type="checkbox"/>	Chart Description	<input type="checkbox"/> Restoration Fee <input type="checkbox"/> Renewal Fee – 1 year
Total Due	\$	Link Licence to payment	Yes		

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

PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please ensure you have provided all required information and supporting documentation as per the application checklist.

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

Electrical contractor's licence to be restored

Licence No. IH _____

Entity type:

Details of In-House Licence Holder

Please indicate the entity type (select one only):

Individual →

Individual (Sole trader)

Title: Mr Mrs Ms Other _____

OR

Surname: _____

Given Names: _____

Date of Birth: _____

Business/Trading name (if applicable): _____

OR

Company →

Body corporate (Pty Ltd Company)

Body corporate name: _____ ACN: _____

Business/Trading Name: _____

Name of person completing the application: _____

OR

Partnership →

Partnership

Partnership name: _____

Business/Trading Name: _____

OR

Institution →

Institution

Name of institution: _____

E.g. School, hospital, university

Name of person completing the application: _____

Principal place of business* address	<p><i>*Required for publication on the register. Cannot be a PO Box.</i></p> <p>Street: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Address for service*	<p><input type="checkbox"/> As above <i>*Required for the purpose of serving documents</i></p> <p>Street: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Postal address*	<p><input type="checkbox"/> As above <i>*Address for correspondence from the Department</i></p> <p>Street: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Contact details	<p>Home Phone: _____ Work Phone: _____</p> <p>Mobile Phone*: _____</p> <p>Email*: _____</p> <p><i>*Required to receive courtesy renewal reminder notifications by SMS and email and other important information related to your licence</i></p>
Nominee	<p>Nominee – holder of an Electrician’s Licence</p> <p>Regulation 37(1)(a)(i) of the Electricity (Licensing) Regulations 1991 requires that the in-house electrical installing licence holder, or at least one person in the employ of the in-house licence holder, is the holder of a current Western Australian Electrician’s Licence.</p> <p><u>Please provide the nominee (holder of a WA Electrician’s Licence) details:</u></p> <p>More than one person may be named as nominee. If more than one person is nominated, make a copy of this section and submit with this form.</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>Note: <i>If the nominee is not the same person as previously nominated on the licence being restored, you will be required to download, complete and submit a Form 007 – ‘Application to register a Nominee’ in support of this application for restoration, and pay the appropriate fee.</i></p> <p>Regulation 36(1)(a)(ii) further requires that the Nominee has completed the following modules of the electrical contractor training program:</p> <ul style="list-style-type: none"> • Operation (Electrical) Legislative Requirements; and • Electrical Requirements. <p>Note: <i>Where the Electrician has not been a nominee on a WA Electrical Contractor’s Licence or a WA In-House Electrical Installing Work Licence within the past two years, or has not completed the training within the past two years, they will be required to enrol in and successfully complete the Nominee modules of the Electrical Contractors Training Program.</i></p>

<p>Nominee conditions of employment – Regulation 53</p> <p>Sole trader applicant: individual to sign</p> <p>Body corporate applicant: director to sign</p> <p>Partnership applicant: partner to sign</p> <p>Institution applicant: business representative to sign</p>	<p>In-house electrical installing work must be undertaken by an employee (the nominee) of the in-house licence holder who holds an electrical worker’s licence endorsed as an electrician’s licence.</p> <p>Regulation 37(1)(a)(iv) requires that the nominee’s terms and conditions of employment include the duties imposed by regulation 53.</p> <p>Regulation 53 requires an in-house licence holder to ensure that the nominee complies with the notice requirements in regulations 51, 52, 52B, 52BA and 52C. Go to www.legislation.wa.gov.au to review the wording of regulations 51, 52, 52B, 52BA and 52C in the Electricity (Licensing) Regulations 1991.</p> <p>The applicant for in-house electrical licence must confirm that the terms and conditions of the nominee’s employment stipulate compliance with regulation 53.</p> <p>Declaration</p> <p>I _____</p>
	<p>Name of declarant (in-house electrical licence holder or duly authorised officer)</p> <p>sincerely declare that the nominee is to be employed by the applicant for in-house licence restoration and that the nominee terms and conditions of employment stipulate compliance with regulations 51, 52, 52B, 52BA and 52C of the Electricity (Licensing) Regulations 1991.</p> <p>Signature _____ Date _____</p>

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