



Government of **Western Australia**  
 Department of **Mines, Industry Regulation and Safety**  
**Building and Energy**

## Application for a Restricted Electrical Licence on completion of a Western Australian Refrigeration and Airconditioning Apprenticeship

<p>All required information is to be submitted for this application to be accepted</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> <p><input type="checkbox"/> Fit and Proper assessment.</p> <p><input type="checkbox"/> A non-refundable application fee.</p> <p><input type="checkbox"/> Registration fee for <input type="checkbox"/> <b>one year</b> OR <input type="checkbox"/> <b>five years</b>.</p> <p><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.</p> <p><input type="checkbox"/> A copy of a Trade Certificate endorsed <u>Engineering Tradesperson (Mechanical)</u> issued by the Department of Training and Workforce Development <b>and</b>;</p> <p><input type="checkbox"/> A copy of a <u>Certificate III in Engineering Mechanical Trade – Refrigeration and Airconditioning</u> issued by an approved Registered Training Organisation <b>and</b>;</p> <p><input type="checkbox"/> A copy of an Academic Statement listing the Units of Competency with a result of Competent (CO) issued within the last two years <b>OR</b>;</p> <p><input type="checkbox"/> A letter confirming the applicant has successfully completed the Units of Competency issued by the Registered Training Organisation within the last two years.</p>			
<p>Credit card details submitted as payment remain confidential at all times</p>	<p><b>Payment Details</b> (Payment will appear as “<b>WA Gov – DMIRS</b>” 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>			
<b>OFFICE USE ONLY</b>				
Licence No:	Department Code	RE	Chart Description	<input type="checkbox"/> Application Fee
Total Due	\$	Link Licence to payment	Yes	<input type="checkbox"/> Registration Fee – 1 year or <input type="checkbox"/> Registration Fee – 5 years

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)

**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 <b>BLOCK LETTERS</b> with a black or blue pen only
<b>EW</b> _____	<b>Applicant Details</b> 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 email address details if available</b>	Home Phone: _____    Work Phone: _____ Mobile Phone: _____    Facsimile: _____ Email: _____
<b>Fit and Proper Assessment</b>	<b>Fit and Proper Assessment</b> <input type="checkbox"/> <b>Statutory Declaration:</b> A person applying for an electrical workers licence is required to provide a <b>statutory declaration</b> attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences. Please see page 3 for the Statutory Declaration. <p style="text-align: center;">OR</p> <input type="checkbox"/> <b>National Police Clearance:</b> A person who is unable to provide a true statutory declaration attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences, is <b>required to provide an original or certified copy of a national police clearance</b> . Such a national police clearance <b>must not be more than three months old</b> .
<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.  Signature: _____    Date: _____

**Electrical Licensing Board  
'Fit and Proper' Statutory Declaration No.1**

I, \_\_\_\_\_,  
(Name of person making the declaration)

of \_\_\_\_\_,  
(Residential address of the person making the declaration)

of the occupation \_\_\_\_\_,  
(Occupation of the person making the declaration)

Sincerely declare as follows -

that I have not been convicted of any offences under any Australian law, not including offences under motor traffic laws.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)*

at \_\_\_\_\_  
(Place of declaration)

on \_\_\_\_\_  
(Date on which the declaration is made)

by \_\_\_\_\_  
(Signature of person making the declaration)

in the presence of —

\_\_\_\_\_  
(Name of authorised witness)

\_\_\_\_\_  
(Qualification as such witness)

\_\_\_\_\_  
(Signature of witness)

**Persons authorised to witness a statutory declaration are listed in Scheduled 2 of the Oaths, Affidavits and Statutory Declarations Act 2005 (WA)**

**[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_648\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_648_homepage.html)**



# 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