



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

### Application for a Refrigeration and Airconditioning Mechanics Licence (Qualifications Gained Overseas)

*Suitable for applicants who have had their overseas qualifications assessed against the Western Australian requirements*

<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> <p><input type="checkbox"/> Non-refundable application fee.</p> <p><input type="checkbox"/> Registration fee for <b>one year</b> OR <input type="checkbox"/> <b>five years.</b></p> <p><input type="checkbox"/> Personal and contact details completed.</p> <p><input type="checkbox"/> Fit and Proper assessment – Fit and Proper declaration (p.4) completed OR Police check attached.</p> <p><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.</p> <p><b>Applicants who have not yet undertaken training:</b></p> <p><input type="checkbox"/> Australian Recognised Trade Certificate in the trade of ‘Refrigeration Mechanic (EL)’ issued by Trades Recognition Australia.</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> Offshore Technical Skills Record with the endorsement ‘Airconditioning and Refrigeration Mechanic’ issued by VETASSESS or Victoria University</p> <p><b>Applicants who have completed training:</b></p> <p><input type="checkbox"/> UEE Certificate III in Refrigeration &amp; Airconditioning issued by VETASSESS or Victoria University within the last two years <b>and</b>;</p> <p><input type="checkbox"/> Record of Results listing the Units of Competency with a result of Competent (CO) issued within the last two years.</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> MEM Certificate III in Engineering – Mechanical Trade (Refrigeration/Airconditioning) issued by South Metropolitan TAFE within the last two years <b>and</b>;</p> <p><input type="checkbox"/> Record of Results listing the Units of Competency with a result of Competent (CO) issued within the last two years <b>and</b>;</p> <p><input type="checkbox"/> A Letter confirming the applicant has been assessed as competent through a mix of challenge testing and recognition of prior learning, issued on South Metropolitan letterhead, signed by an assessor of South Metropolitan TAFE.</p> <p><input type="checkbox"/> Declaration completed.</p>
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<p><b>Credit card details remain confidential</b></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 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>
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OFFICE USE ONLY					
<b>Licence No:</b>		<b>Department Code</b>	RE	<b>Chart Description</b>	<input type="checkbox"/> Application Fee
<b>Total Due</b>	\$	<b>Link Licence</b>	Yes		<input type="checkbox"/> Registration Fee - 1 year or <input type="checkbox"/> Registration Fee – 5 years

**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**

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

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

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

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

**Principal place of business\* address**

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

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Address for service\***

As above *\*Required for the purpose of serving documents*

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Postal address\***

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

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Contact details**

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

Mobile Phone\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

*\*Required to receive courtesy renewal reminder notifications via SMS and email and other important notifications relevant to your licence*

**Fit and Proper Assessment**

**Fit and Proper Assessment**

**Statutory Declaration:** A person applying for an electrical workers licence is required to provide a **statutory declaration** attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences. Please see page 4 for the Statutory Declaration.

OR

**Australian police check:** A person who is unable to provide a statutory declaration attesting to the fact that they have not been convicted of any offences under Australian law, excluding motor traffic offences, is **required to provide an Australian police check** from the approved list of providers, available here: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). If you are providing a hard copy police check it must be the original or a certified copy. An electronic police check can be verified online and does not need to be certified. For more information about how to obtain a police check, go to: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). The date of issue of the police check must be within three (3) months of the date you lodge it.

<p><b>Evidence of competency</b></p>	<p><b>Please attach proof of competency:</b></p> <p><b>Applicants who have not yet undertaken training:</b></p> <p><input type="checkbox"/> Australian Recognised Trade Certificate in the trade of 'Refrigeration Mechanic (EL)' issued by Trades Recognition Australia.</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> Offshore Technical Skills Record with the endorsement 'Airconditioning and Refrigeration Mechanic' issued by VETASSESS or Victoria University</p> <p><b>Applicants who have completed training:</b></p> <p><input type="checkbox"/> UEE Certificate III in Refrigeration &amp; Airconditioning issued by VETASSESS or Victoria University within the last two years <b>and</b>;</p> <p><input type="checkbox"/> Record of Results listing the Units of Competency with a result of Competent (CO) issued within the last two years.</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> MEM Certificate III in Engineering – Mechanical Trade (Refrigeration/Airconditioning) issued by South Metropolitan TAFE within the last two years <b>and</b>;</p> <p><input type="checkbox"/> Record of Results listing the Units of Competency with a result of Competent (CO) issued within the last two years <b>and</b>;</p> <p><input type="checkbox"/> A Letter confirming the applicant has been assessed as competent through a mix of challenge testing and recognition of prior learning, issued on South Metropolitan letterhead, signed by an assessor of South Metropolitan TAFE.</p>
<p><b>Declaration</b> <b>Sign and date before submitting application</b></p>	<p>Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to:</p> <ul style="list-style-type: none"> <li>• falsify any matter pertaining to an application;</li> <li>• provide any document or other evidence relating to qualifications or experience that is forged, false or fraudulent;</li> <li>• provide any document in support of an application that is wrongfully represented as pertaining to the applicant; or</li> <li>• give a false testimonial in connection with this application.</li> </ul> <p>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.</p> <p><b>Declaration</b></p> <p>I _____</p> <p style="text-align: center;"><b>Full name of applicant</b></p> <p>1 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.</p> <p>2 sincerely declare that this application is true and correct.</p> <p>_____ Signature</p> <p>_____ Date</p>

**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)

**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 Schedule 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

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 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