



Application to register as a Management Representative  
 for an Electrical Contractor's Licence

**Form R106**

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

	Please print neatly in <b>BLOCK LETTERS</b> with a black or blue pen only
<b>Application checklist</b>	<p>Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.</p> <p><input type="checkbox"/> Details of electrical contractor licensee</p> <p><input type="checkbox"/> Details for Management Representative</p> <p><input type="checkbox"/> Proof of identification (<b>minimum 100 points</b>) in accordance with the attached Fact Sheet</p> <p><input type="checkbox"/> Please attach proof of your eligibility for appointment as a Management Representative, as outlined in the 'Regulation 36 - Evidence of competency' section on page 2 of the application form.</p> <p><input type="checkbox"/> Declaration by applicant and endorsement by Licensee.</p>
<b>Details of the electrical contractor licensee –</b>	<p><b>Licence holder details</b> - This is the licence under which you are seeking appointment as management representative</p> <p>Electrical Contractors Licence Number (EC): _____</p> <p>Name of electrical contractor: _____</p>
<b>Management Representative Details</b> (your details)	<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>
<b>Contact details</b>	<p>Home Phone: _____                      Work Phone: _____</p> <p>Mobile Phone*: _____</p> <p>Email Address*: _____</p> <p><i>*Mobile number and email address required for registration to lodge e-Notices and e-Renewals.</i></p>
<b>Proof of Identification</b>	<p><input type="checkbox"/> Please attach proof of identification (<b>minimum of 100 points</b>) in accordance with the attached Fact Sheet.</p>

<p><b>Regulation 36 – Evidence of competency</b></p>	<p><b>Requirement of Management</b></p> <p>The Electricity Licensing Board requires that the Management Representative, in accordance with regulation 36 of the Electricity (Licensing) Regulations 1991, successfully complete the following modules of the electrical contractor training program:</p> <ul style="list-style-type: none"> <li>• General Legislative Requirements; and</li> <li>• Establishing a contracting business.</li> </ul> <p>Please provide one of:</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>For a list of approved Registered Training Organisations, please refer to the Electrical Contractors Licence Fact Sheet available on our website: <a href="http://www.commerce.wa.gov.au/publications/register-management-representative-electrical-contractors-licence">www.commerce.wa.gov.au/publications/register-management-representative-electrical-contractors-licence</a></p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> Evidence of current or previous (within the past 5 years) nomination as a management representative on an electrical contractor's licence in WA:</p> <p>Name of licence holder: _____ EC No: _____</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> Evidence of current registration as an electrical contractor in another Australian State or Territory or New Zealand. <b>Please attach a copy of your registration certificate.</b> If your registration certificate is in the name of a partnership or body corporate (company), please also provide a letter from the regulator confirming that you are the registered business person on the licence.</p>
<p><b>This section must be completed by the holder of the Electrical Contractor licence.</b></p> <p><b>If the licensee is a partnership – partner to sign.</b></p> <p><b>If the licensee is a company, a director or company secretary to sign.</b></p>	<p><b>Endorser Declaration</b></p> <p><b>A representative of the Licence must endorse this application. The person seeking appointment as Management Representative <u>cannot</u> sign this declaration.</b></p> <p><b>Sole trader – the Owner must sign</b></p> <p><b>Firm – a Partner must sign</b></p> <p><b>Body Corporate (Pty Ltd Company) – an ASIC registered Director OR Company Secretary must sign</b></p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached is complete and true to the best of my knowledge.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>



## FACT SHEET

### Proof of identity requirements for applicants for an electrical licence or gasfitting permit

Licensing Services maintains a register 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. This fact sheet explains the requirements for an applicant to prove his or her identity.

**APPLICANTS MUST PROVE THEIR IDENTITY BY PRESENTING AS MANY DOCUMENTS FROM THE FOLLOWING LISTS SO AS TO SCORE A MINIMUM OF 100 POINTS.**

**AT LEAST ONE DOCUMENT PROVIDED MUST SHOW THE SIGNATURE OF THE APPLICANT.**

**CREDIT CARDS, DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION.**

**Must include the Name of the signatory verified from one of the following:**

**70 POINTS**

- Birth certificate (not an extract)
- 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: ONLY ONE DOCUMENT FROM THE ABOVE LIST CAN BE ACCEPTED FOR 70 POINTS.**

**Must include the name and a photograph or signature of signatory verified from one of the following:**

**40 POINTS**

- A current licence or permit issued under a law of the Commonwealth, a State or territory
- An identification card issued to a public employee
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit
- An identification card issued to a student at a secondary or tertiary education institution
- A current Australian Driver's Licence

**Must include the 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)

**Must include the Name of signatory verified from any of the following:**

**25 POINTS**

- Marriage certificate
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

**Must include Name and Date of Birth of signatory 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/Photo card
- Current Foreign Driver's Licence

**THE DOCUMENTATION PROVIDED MAY BE A PHOTOCOPY OF THE ORIGINAL DOCUMENT.**