



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

## Application to register a Management Representative on an Electrical Contractor's Licence (Individual)

### Form R106A

<b>Application checklist</b>	<p><b>Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Management Representative</b><ul style="list-style-type: none"><li><input type="checkbox"/> Management Representative details completed</li><li><input type="checkbox"/> Provide evidence of competency in accordance with the 'Evidence of competency' section</li><li><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet</li></ul></li><li><input type="checkbox"/> <b>Electrical Contractor details</b> completed.</li><li><input type="checkbox"/> <b>Electrical Contractor declaration</b> completed</li></ul> <p>Please print neatly in BLOCK LETTERS with a black or blue pen only.</p>
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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**

[electricallicensing@dmirs.wa.gov.au](mailto:electricallicensing@dmirs.wa.gov.au)

**Internet**

[www.dmirs.wa.gov.au/building-and-energy](http://www.dmirs.wa.gov.au/building-and-energy)

Management Representative	
<b>Management Representative details</b>	<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>Please confirm your agreement to be appointed as Management Representative by signing the 'Signature of Management Representative' field, below:</p> <p>Signature of Management Representative _____</p> <p>Date: _____</p>
<b>Management Representative 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>Evidence of competency</b>	<p>Please either:</p> <p><input type="checkbox"/> Provide evidence of successful completion of the following modules, issued by an approved RTO within the last five years:</p> <ul style="list-style-type: none"> <li>• General Legislative Requirements; and</li> <li>• Establishing a Contracting Business</li> </ul> <p style="text-align: center;"><b>Or</b></p> <p><input type="checkbox"/> Provide details below of current or previous (within the past five years) Management Representative appointment on an Electrical Contractor's (EC) Licence in WA:</p> <p>EC No: _____</p> <p>Name of Licence holder: _____</p> <p style="text-align: center;"><b>Or</b></p> <p><input type="checkbox"/> Provide evidence of current registration as an electrical contractor in another Australian State or Territory or New Zealand. Attach a copy of the registration certificate. If the licence is in the name of a partnership or company (body corporate), please also include a letter from the regulator confirming that you are the registered Business Person on the licence.</p> <p style="text-align: center;"><b>Or</b></p> <p><input type="checkbox"/> Provide evidence of being an Inspector designated under Section 12 of the <i>Energy Coordination Act 1994</i> within the past five years.</p>
<b>Proof of identification</b>	<p><input type="checkbox"/> Please attach proof of identification (<b>minimum 100 points</b>) for the Nominee in accordance with the attached Fact Sheet.</p>

Electrical Contractor	
<b>Contractor Details</b>	<p>Electrical Contractor Licence number (EC): _____</p> <p>Individual name that holds the Electrical Contractor Licence:</p> <p>_____</p>
<b>Contractor Declaration</b>	<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>I _____</p> <p style="text-align: center;"><b>Full name of individual (Electrical Contractor)</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; and</p> <p>2 Sincerely declare that this application is true and correct.</p> <p>_____</p> <p><b>Signature</b> <span style="float: right;">_____</span> <b>Date</b></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 issues 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.**