

Electrical Contractor's Licence Signatory Notification

Occupational Licensing act 2005

DO YOU WANT TO

Add a New Signatory

Remove a current signatory

The role of a signatory is to sign notices (e.g. electrical installation notices) that are usually signed by the nominated manager. A signatory is the exception rather than the rule. Further signatories are allowed in other circumstances. A signatory is approved by the nominated manager. This person may be a regional manager, supervisor of a group, the responsible person for a particular project, or a senior person with the company

IF YOU REQUIRE A NEW OR ADDITIONAL SIGNATORY PLEASE PROVIDE ALL RELEVANT DETAILS

(please tick the box that best describes your need)

Where it is not practical for the nominated manager to sign - as in physical locality.

Larger businesses dictate the number of signatories given their operational expanse (offices across the state).

Such as for the circumstances as the Delegate may approve from time to time.

Nominated Manager on leave

Other

(please explain)

The Contractor Licence for which these changes apply

Electrical Contractor Number _____ (leave blank if new application)

Postal Address _____

Electrical Contractor name _____

Signed by business owner/Director _____

Date _____

Contact Telephone Number _____

Addition of Signatory/ies (please complete)

Electrical Practitioner's Licence Number	Surname	Given Name	Signature	Date

Removal of Signatory/ies

Electrical Practitioner's Licence Number	Surname	Given Name	Signature	Date

Nominated manager

Tasmanian Electrical Practitioner's Licence Number _____ Date _____

Title _____ Given Name _____ Surname _____

By my signature I, the Nominated Manager approve of these changes

Signature _____ Date _____

Lodging this form

Please lodge this application at a Service Tasmania Shop, fax to 03 6233 8767 or post to:
Building Standards and Occupational Licensing, PO Box 56, ROSNY PARK, TAS, 7018

A confirmation letter will be sent to the Contractor's postal address within 14 business days.

Personal information we collect from you for licensing processes will be used by Building Standards and Occupational Licensing for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of the Building Standards and Occupational Licensing; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.