Government of **Western Australia**
Department of **Commerce**
Energy*Safety*

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Licensing Office Hours
8:30am to 4:30pm Monday to Friday

Application for an Electrical Contractor's Licence

(This form is valid until 30 June 2017)

	Please print neatly in BLOCK LETTERS with a black or blue pen only
Electrical (Licensing) Regulations 1991	Under the Electricity (Licensing) Regulations 1991 an electrical contractor's licence can only be issued to an individual (sole trader), firm (partnership) or body corporate. Please note that there is **no** provision in the regulations to issue a licence to a Trust.
SECTION 1	**Applicant Details** Print Name of the person completing the application _____ Legal Name: _____ ACN: _____ Business/Trading Name: _____ BN: _____ (only applicable using trading name)
Provide STREET ADDRESS of principal place of business	Principal Place of Business: _____ Suburb: _____ State: _____ Postcode: _____
If same as above address, write "as above"	Postal Address: _____ Suburb: _____ State: _____ Postcode: _____
Provide all relevant details	Work Phone: _____ Facsimile: _____ Mobile Phone: _____ Email: _____
Please indicate your business structure	**Business Structure** I/We intend to carry on business as an electrical contractor and hereby make application for a licence to be held in the capacity of a: ☐ **Sole Trader – Please complete sections 1, 2, 5, 6, 7, 8 and 9** *"A person who trades by himself/herself without the use of a company structure or partners and bears alone full responsibility for the actions of the business."* ☐ **Firm – Please complete sections 1, 3, 5, 6, 7 8 and 9** *"Partners carrying on business or a group of persons working together, generally a business owned by more than one person in which they share responsibility as a partnership."* ☐ **Body Corporate (Pty Ltd companies) – Please complete sections 1, 4, 5, 6, 7, 8 and 9** *"A business owned, generally by a group of people that has its own legal identity separate from its owners, generally a business owned by more than one person that has directors and is a proprietary limited company."*

SECTION 2 **To be completed by the person applying in the capacity of the owner (i.e. sole trader)**	I hereby undertake that the provisions of the Electricity (Licensing) Regulations 1991 will be observed. Name: _____ Signature: _____ Date: _____
SECTION 3 **To be completed by all those applying in the capacity of a firm (i.e. a partnership)**	We, the members of the firm, hereby undertake that the provisions of the Electricity (Licensing) Regulations 1991 will be observed. Name: _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____ If insufficient space for all members of the firm to sign, please attach a separate page.
SECTION 4 **To be completed by all those applying in the capacity of a body corporate (i.e. a Pty Ltd company)**	Directors' details to be completed and signed (attach a separate page if required) **OR** a company secretary authorised to sign on behalf of the directors may complete this section. I/we hereby undertake that the provisions of the Electricity (Licensing) Regulations 1991 will be observed. **Director/s:** Name: _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____ If insufficient space for all directors' to sign, please attach a separate page. **OR** **Company Secretary:** Name: _____ Signature: _____ Date: _____

SECTION 5 **To be completed by the person applying in capacity of the Management Representative**	**Requirement of Management** Regulation 36 of the Electricity (Licensing) Regulations 1991 requires that the applicant, or at least one person in the employ of the applicant who is concerned in the management or conduct of the business, understands fully the duties and obligations imposed by the regulations, the *Electricity Act 1945* and the *Energy Coordination Act 1994* and has successfully completed the following modules of the electrical contractor training program: • General Legislative Requirements; and • Establishing a Contracting Business Please indicate the name of the Management Representative who complies with the above requirements: Position: _____ Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Surname: _____ Given Names: _____ Date of Birth: _____
Provide details of current residential address	Residential Address: _____ Suburb: _____ State: _____ Postcode: _____
If same as above address, write "as above"	Postal Address: _____ Suburb: _____ State: _____ Postcode: _____
Provide all relevant details	Home Phone: _____ Work Phone: _____ Mobile Phone: _____ Facsimile: _____ Email: _____
Recognition of current, or previous, eligibility as Management Representative	If you are currently, or have previously been within the past five years, a management representative on an electrical contractor's in Western Australia, please complete the following details: EC No: _____ Name in which licence was issued: _____ Date licence or Management Representative status expired: _____
Interstate Applicants To Complete.	Interstate applicants may be given an exemption to completing the business modules under mutual recognition where they hold a current Electrical Contractors licence in another State or Territory of Australia. Name Of Interstate Licensing Authority: _____ Licence No: _____ Expiry Date: _____
This section must be completed	**Management Representative Declaration** 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. Name: _____ Signature: _____ Date: _____
Additional Management Representatives	Where registering more than one Management Representative, please attach a separate page for each applicant.

SECTION 6 **To be completed by the person applying in capacity of the Nominee**	**Requirement of Nominee** Regulation 36 of the Electricity (Licensing) Regulations 1991 requires that the applicant, or at least one person in the employ of the applicant, is the holder of a current Western Australian Electrician's Licence and that that person has, to the satisfaction of the Electrical Licensing Board, completed the following modules of the electrical contractor training program: • Operation (Electrical) Legislative Requirements; and • Electrical Requirements. Please indicate the name of the Nominee who complies with the above requirements: Electrician's Licence No: _____ Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Surname: _____ Given Names: _____ Date of Birth: _____
Provide details of current residential address	Residential Address: _____ Suburb: _____ State: _____ Postcode: _____
If same as above address, write "as above"	Postal Address: _____ Suburb: _____ State: _____ Postcode: _____
Provide all relevant details	Home Phone: _____ Work Phone: _____ Mobile Phone: _____ Facsimile: _____ Email: _____
Recognition of current, or previous, eligibility as Nominee	If you are currently, or have previously been within the past two years, a nominee on an electrical contractor's or in-house electrical installing licence in Western Australia, please complete the following details: EC No: _____ and/or IH No: _____ Name in which licence was issued: _____ Date licence or Nominee status expired: _____
This section must be completed	**Electrical Nominee Declaration** In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that I am the holder of a current Western Australian Electrician's licence and that the information in this application or any documentation attached by me is complete and true to the best of my knowledge Name : _____ EW Licence No: _____ Signature: _____ Date: _____
Additional Nominees	Where registering more than one Nominee, please attach a separate page for each applicant.

SECTION 7 **Sign and date before submitting application**	**Applicant Declaration** 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 Position: _____ Name : _____ Signature: _____ Date: _____
SECTION 8 **All required information is to be submitted for this application to be accepted**	**Completed Application- Please check** This application must be accompanied by the following: ☐ Non-refundable application fee of $103.00 ☐ Registration fee of $492.00 ☐ A Certificate of Currency **issued within the last 30 days** for a policy of insurance with a reputable insurer that provides a civil liability, in respect of the work of an electrical contractor, **including the Legal Entity Name and <u>if applicable</u> the Trading Name**. (e.g. for a sole trader "Joe Citizen trading as Citizens Electrical Service" or for a corporate body "ABC Contracting Pty Ltd trading as ABC Electrical".) ☐ Evidence of successful completion of the Electrical Contractor's Training Program. • General Legislative Requirements (Management Representative) • Establishing a Contracting Business (Management Representative) • Operation (Electrical) Legislative Requirements (Nominees) • Electrical Requirements (Nominees) ☐ Where trading in a name other than the legal name, a copy of the Company Extract and if applicable the Business Name Extract issued by the Australian Securities and Investments Commission is required. ☐ Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet for the following: • Sole Trader applicants. • Management Representatives. • Nominees. Where you are carrying out more than one of the above positions only one copy of proof of identification is required. ☐ For interstate applicants, a clear copy of both sides of your current electrical contractor's licence registration from Australia or New Zealand is required. The registration will be valid for a period of one year from the date of issue.
SECTION 9 **Credit card details submitted as payment remain confidential at all times**	**Payment Details** ☐ Cash payment (please do not send cash through Australian Post) ☐ Cheque enclosed (made payable to Department of Commerce) ☐ Credit Card payment ☐ MasterCard ☐ Visa Please Note: Application forms cannot be accepted by email. Please deliver in person to our Cannington Office or send by Australia Post to Energy*Safety* Locked Bag 14 Cloisters Square WA 6850. . Card Number __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __ Expiry Date [/] Cardholder's Name: _____ Amount [$] (PLEASE PRINT) Cardholder's Signature: _____
Licensing Office Use Only	**Reference Number:** **EC** _____

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Proof of identity of applicants for an electrical or gas worker's licence

Fact Sheet

The Licensing Office of Energy*Safety* 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
  (Eg 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 drivers 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 (eg 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