



# Application for an Electrical Contractor's Licence

## INSTRUCTIONS FOR COMPLETING THIS FORM

### SECTION 1

#### Legal name

The legal name is the entity's name that appears on all official documents or legal papers. The legal name may be different from the entity's trading name (that is the name under which the applicant trades). Your legal name can be one of the following: sole trader (your own name), partnership, Australian private company, Australian public company, other incorporated entity or other unincorporated.

#### Trading name

The trading name is the name under which the applicant trades, or is known as, by its suppliers and customers. It may be different from the applicant's legal name. It may be a trading or business name that is registered with another government department. You will need to provide documentary evidence of your trading name.

#### Address of principal place of business

This must be a street address.

#### Postal address

Official correspondence, including renewal notices, will be sent to this address.

#### Type of business

Indicate whether you intend to carry on business as a sole trader, partnership or body corporate.

### SECTION 2

To be completed by the sole trader.

### SECTION 3

To be completed by all members of the firm (attached a separate page if required).

### SECTION 4

To be completed by those applying in the capacity if a body corporate. 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.

### SECTION 5

#### Requirement of management

Regulation 36 of the *Electricity (Licensing) Regulations 1991* requires that at least one of the persons 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*.

### SECTION 6

Details of the nominee who is responsible for the electrical work undertaken by the licence.

### SECTION 7

To be signed by the proprietor/manager and electrical worker/nominee.

### SECTION 8

For new applications and where the application is advising a change of name and there are new owners, the application must be accompanied by:

- Where you are trading in a name other than your own name, a copy of the Business Name Extract issued by the Consumer Protection Division of the Department of Commerce and the Company Extract issued by the Australian Securities and Investments Commission (if applicable); and
- For electrical contractor licence holders only, a Certificate of Currency (**issued within the last 30 days**) from a reputable insurer providing civil liability indicating the business legal name and trading name under the name as stated on the business name extract (if applicable).



## Application for an Electrical Contractor's Licence

<b>Please print neatly in BLOCK LETTERS with a black or blue pen only</b>	
<b>SECTION 1</b>	<p><b>Applicant Details</b></p> <p>Print Name: _____</p> <p>EC/IH Licence No: _____</p> <p>Legal Name: _____ ACN: _____</p> <p>Business/Trading Name: _____ BN _____          (only applicable using trading name)</p>
<b>Provide STREET ADDRESS of principal place of business</b>	<p>Street Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
<b>If same as above address, write "as above"</b>	<p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
<b>Provide all relevant details</b>	<p>Home Phone: _____ Work Phone: _____</p> <p>Mobile Phone: _____ Facsimile: _____</p> <p>Email: _____</p>
<b>Please indicate your business structure</b>	<p><b>Business Structure</b></p> <p>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:</p> <p><input type="checkbox"/> <b>Sole Trader – Please complete sections 1, 2, 5, 6, 7, 8 and 9</b>  <i>"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."</i></p> <p><input type="checkbox"/> <b>Firm – Please complete sections 1, 3, 5, 6, 7 8 and 9</b>  <i>"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."</i></p> <p><input type="checkbox"/> <b>Body Corporate (Pty Ltd companies) – Please complete sections 1, 4, 5, 6, 7, 8 and 9</b>  <i>"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."</i></p>
<b>Complete if applicant holds an interstate or New Zealand contractor's licence</b>	<p><b>Interstate/New Zealand Applicants</b></p> <p>I hold, or have held, an electrical contractor's licence issued by _____  <small>(NAME OF INTERSTATE/NZ LICENSING AUTHORITY)</small></p> <p>Licence No: _____ Expiry Date: _____</p> <p><b>NOTE: A sole trader or a person nominated by a firm or body corporate must have completed modules <b>Electrical Requirements</b> and <b>Operation (Electrical) Legislative Requirements</b> within the last two years.</b></p>
<b>SECTION 2</b> <b>To be completed by the person applying in the capacity of the owner (i.e. sole trader)</b>	<p>I hereby undertake that the provisions of the <i>Electricity (Licensing) Regulations 1991</i> will be observed.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>

<p><b>SECTION 3</b> To be completed by all those applying in the capacity of a firm (i.e. a partnership)</p>	<p>We, the members of the firm, hereby undertake that the provisions of the <i>Electricity (Licensing) Regulations 1991</i> will be observed.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>If insufficient space for all members of the firm to sign, please attach a separate page.</p>
<p><b>SECTION 4</b> To be completed by all those applying in the capacity of a body corporate (i.e. a Pty Ltd company)</p>	<p>Directors' details to be completed and signed (attach a separate page if required) <b>OR</b> a company secretary authorised to sign on behalf of the directors may complete this section.</p> <p>For and on behalf of the above Body Corporate:</p> <p>(1) I tender herewith a Certificate of Incorporation. I hereby certify that:</p> <p style="margin-left: 20px;">a) one of the objects of the Body Corporate is the undertaking of electrical contracting work; or</p> <p style="margin-left: 20px;">b) the undertaking of electrical installing work is solely for the purpose of the business or activity of the Body Corporate.</p> <p>(2) I hereby undertake that the provisions of the <i>Electricity (Licensing) Regulations 1991</i> will be observed.</p> <p><b>Director/s:</b></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p><b>Company Secretary:</b></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>
<p><b>SECTION 5</b> State name and position held within firm or company</p>	<p><b>Requirement of Management</b></p> <p>Regulation 36 of the <i>Electricity (Licensing) Regulations 1991</i> requires that at least one of the persons concerned in the management or conduct of the business understands fully the duties and obligations imposed by the regulations, the <i>Electricity Act 1945</i> and the <i>Energy Coordination Act 1994</i>.</p> <p>Therefore at least one person concerned in the management or conduct of the business making application for this licence is required to have successfully completed 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>Management Representative Name: _____</p> <p>Position: _____</p> <p><b>Requirement of Nominee</b></p> <p>Those persons named as <b>nominee</b> on the licence are required to complete the following modules:</p> <ul style="list-style-type: none"> <li>• Operation (Electrical) Legislative Requirements; and</li> <li>• Electrical Requirements.</li> </ul> <p>Please indicate the name of the nominee who complies with the above requirements:</p> <p>Nominee Name: _____ EW Licence No: _____</p>

<p><b>SECTION 6</b> If information is the same as stated in Section 1, please write "as above"</p>	<p><b>Individual/Nominee Details</b></p> <p>Title:    <input type="checkbox"/> Mr    <input type="checkbox"/> Mrs    <input type="checkbox"/> Ms    <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Date of Birth: _____</p> <p>Those persons named as <b>nominee</b> on the licence are required to complete the following modules:</p> <p><input type="checkbox"/> Operation (Electrical) Legislative Requirements (module number 103A); and</p> <p><input type="checkbox"/> Electrical Requirements (module number WAE100 / EA 106.</p>
<p><b>Provide details of current residential address</b></p>	<p>Residential Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
<p><b>If same as above address, write "as above"</b></p>	<p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
<p><b>Provide all relevant details</b></p>	<p>Home Phone: _____ Work Phone: _____</p> <p>Mobile Phone: _____ Facsimile: _____</p> <p>Email: _____</p>
<p><b>This section must be completed</b></p>	<p><b>Nominee Declaration</b></p> <p>I am the holder of a current Western Australian Electrician's licence.</p> <p>Name: _____</p> <p>EW Licence No: _____ Signature: _____ Date: _____</p>
<p><b>Please complete if you are currently, or have been previously, named as a nominee on a WA electrical contractor's licence</b></p>	<p>If you are currently a nominee or previously been a nominee within the last two years on an electrical contractor's or in-house licence in Western Australia, please complete the following details:</p> <p>EC No: _____ and/or IH No: _____</p> <p>Name in which licence was issued: _____</p> <p>Date licence or nominee status expired: _____</p>
<p><b>SECTION 7</b> Sign and date before submitting application</p>	<p><b>Declaration</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 by me is complete and true to the best of my knowledge.</p> <p>Management Representative</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Electrical Worker/Nominee</p> <p>Name : _____</p> <p>EW Licence No: _____ Signature: _____ Date: _____</p>

<p><b>SECTION 8</b> All required information is to be submitted for this application to be accepted</p>	<p><b>Completed Application- Please check</b></p> <p>This application must be accompanied by the following:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Evidence of successful completion of the Electrical Contractor's Training Program</p> <p><input type="checkbox"/> Where you are trading in other than your own name, a copy of the Business Name Extract issued by the Consumer Protection Division of the Department of Consumer and Employment Protection and/or the Company Extract issued by the Australian Securities and Investments Commission (if applicable)</p> <p><input type="checkbox"/> For interstate applicants, a clear copy of both sides of your current electrical contractor's licence registration from Australia or New Zealand is required</p> <p><input type="checkbox"/> Non refundable application fee of \$75.00</p> <p><input type="checkbox"/> Registration fee of \$398.00</p> <p>Your registration will be valid for a period of one year from the date of issue.</p>
<p><b>SECTION 9</b> Credit card details submitted as payment remain confidential at all times</p>	<p><b>Payment Details</b></p> <p><input type="checkbox"/> Cash payment (please do not post cash)</p> <p><input type="checkbox"/> Cheque enclosed (made payable to Department of Commerce)</p> <p><input type="checkbox"/> Credit Card payment      <input type="checkbox"/> MasterCard      <input type="checkbox"/> Visa</p> <p>Card Number    _____ / _____ / _____ / _____    Expiry Date <input type="text"/> / <input type="text"/></p> <p>Cardholder's Name: _____    Amount    \$ <input type="text"/></p> <p style="text-align: center;">(Please print)</p> <p>Cardholder's Signature: _____</p>