



# Application to Change Details for an Electrical Contractor's Licence or In-House Installing Work Licence

## INSTRUCTIONS FOR COMPLETING THIS FORM

- For change in particulars, complete Sections 1, 2, 3, 4 and 7
- For change in proprietorship, complete Sections 1, 5, 6 and 7

## SECTIONS 1 AND 2

### 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, other unincorporated entity or trust.

### 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.

## SECTION 3 – CHANGE IN ADDRESS

Please supply where relevant, the room number, floor number and building name together with number, street name, suburb, town and postcode. Also indicate date of change. Please advise if the new address also applies to your 'A' grade electrical worker's licence or any other licence or permit.

## SECTION 4 – POSTAL ADDRESS

Official correspondence, including renewal notices, will be sent to this address. If an electrical worker, please advise if the new address also applies to your 'A' grade electrical worker's licence or any other licence or permit.

## SECTION 5 – CHANGES IN RELATION TO PERSONS CARRYING ON BUSINESS

Supply details of changes in proprietorship (owners, partners or directors).

Where applicable, complete both 5(a) and 5(b). If more space is required, please attach a separate page.

Note: If there has been a change of ownership, an application for a new licence will be required.

## SECTION 6 – REQUIREMENT OF MANAGEMENT (N/A TO IN-HOUSE LICENCE HOLDERS)

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 7 – SIGNATURES

Person required to sign Section 7 is any one of the persons carrying on business at Section 5. If a corporation is carrying on business, a Director, Secretary or Principal Executive Officer must sign. Status within the corporation must also be indicated.

## SECTION 8 – DOCUMENTS TO BE PROVIDED WITH APPLICATION

If the application is advising a change of name, 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 Consumer and Employment Protection and the Company Extract issued by the Australian Securities and Investments Commission (if applicable); and
- For electrical contractor licence holders only, a recent Certificate of Currency (issued within the last 30 days) from a reputable insurer providing civil liability indicating that the business trading under the name as stated above is covered



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	<b>Please print neatly in BLOCK LETTERS with a black or blue pen only</b>		
<b>SECTION 1</b> Provide licence number and existing name as stated on licence	EC/IH Licence No: _____	ABN: _____	
	Existing Legal Name: _____		
	Existing Trading Name (if applicable): _____		
<b>SECTION 2</b> Provide new legal and/or trading name/s	New Legal Name: _____		
	New Trading Name (if applicable): _____		
	<b>Electrical Contractors: Please note that your trading name MUST be used in full for all trading purposes and must appear in any advertising of your electrical contracting business (this may be your own name if you do not have a registered business/trading name).</b>		
<b>SECTION 3</b> Provide details of new address for principal place of business	Street Address: _____		
	Suburb: _____	State: _____	Postcode: _____
	Date of Change of Address: _____		
	Please advise licence numbers of any other licences you want changed to the new address: _____		
<b>Provide all relevant details</b>	Home Phone: _____	Work Phone: _____	
	Mobile Phone: _____	Facsimile: _____	
	Email: _____		
<b>SECTION 4</b> If same as street address, please write "as above"	Postal Address: _____		
	Suburb: _____	State: _____	Postcode: _____
	Please advise licence numbers of any other licences you want changed to the new address: _____		
<b>SECTION 5</b> Changes in relation to persons and/or directors carrying on business  If insufficient space, please attach a separate page	<b>(a) Persons who have commenced in the business:</b>		
	_____	_____	_____
	FAMILY NAME	GIVEN NAMES	DATE COMMENCED
	_____	_____	_____
	FAMILY NAME	GIVEN NAMES	DATE COMMENCED
	_____	_____	_____
	FAMILY NAME	GIVEN NAMES	DATE COMMENCED
	_____	_____	_____
	FAMILY NAME	GIVEN NAMES	DATE COMMENCED

<p><b>SECTION 5 (cont.)</b></p> <p><b>Changes in relation to persons and/or directors carrying on business</b></p> <p><b>If insufficient space, please attach a separate page</b></p>	<p><b>(b) Persons who have ceased in the business:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 33%; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; width: 33%; text-align: center;">GIVEN NAMES</td> <td style="border-bottom: 1px solid black; width: 33%; text-align: center;">DATE CEASED</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; text-align: center;">GIVEN NAMES</td> <td style="border-bottom: 1px solid black; text-align: center;">DATE CEASED</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; text-align: center;">GIVEN NAMES</td> <td style="border-bottom: 1px solid black; text-align: center;">DATE CEASED</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; text-align: center;">GIVEN NAMES</td> <td style="border-bottom: 1px solid black; text-align: center;">DATE CEASED</td> </tr> </table> <p><b>(c) Persons who are continuing in the business:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 33%; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; width: 33%; text-align: center;">GIVEN NAMES</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; text-align: center;">GIVEN NAMES</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; text-align: center;">GIVEN NAMES</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">FAMILY NAME</td> <td style="border-bottom: 1px solid black; text-align: center;">GIVEN NAMES</td> </tr> </table>	FAMILY NAME	GIVEN NAMES	DATE CEASED	FAMILY NAME	GIVEN NAMES	DATE CEASED	FAMILY NAME	GIVEN NAMES	DATE CEASED	FAMILY NAME	GIVEN NAMES	DATE CEASED	FAMILY NAME	GIVEN NAMES	FAMILY NAME	GIVEN NAMES	FAMILY NAME	GIVEN NAMES	FAMILY NAME	GIVEN NAMES
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<p><b>SECTION 6</b></p> <p><b>State name and position held within firm or company</b></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 under 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>Those persons named as <b>nominee</b> on the licence are required to have completed 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 persons who comply with the above requirements:</p> <p>Management Representative Name: _____ Position: _____</p> <p>Nominee Name: _____ EW Licence No: _____</p>																				
<p><b>SECTION 7</b></p> <p><b>Sign and date before submitting application</b></p> <p><b>Director, Secretary or Principal Executive Officer to sign if a corporation</b></p>	<p><b>Declaration</b></p> <p>In accordance with regulation 59 of the <i>Electricity (Licensing) Regulations 1991</i>, 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>Signature: _____ Date: _____</p> <p style="text-align: center; font-size: small;">(PERSON WHO IS CONTINUING BUSINESS AS INDICATED IN SECTION 5(C))</p> <p>OR, if a corporation, complete details below</p> <p>Signature: _____ Date: _____</p> <p>Name of Corporation: _____</p> <p>Position Held Within Corporation: _____</p>																				
<p><b>SECTION 8</b></p> <p><b>All required information is to be submitted for this application to be accepted</b></p>	<p><b>Completed Application – Please check:</b></p> <p>This application must be accompanied by the following</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 Commerce and/or the Company Extract issued by the Australian Securities and Investments Commission (if applicable)</p> <p><input type="checkbox"/> For electrical contractors, A Certificate of Currency <b>issued within the last 30 days</b> for a policy of insurance with a reputable insurer that provides a civil liability, in respect of the work of an electrical contractor for the business trading under the name stated above.</p>																				