



Form R014C: In-house installing work licence (company)

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This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#).
Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Checklist

Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.

- Payment details** completed:
 - A non-refundable application fee
 - Registration fee
- Name of company and contact particulars** completed
- Scope of work** completed
- Nominee**
 - Nominee details completed
 - Electrical Workers Licence details completed
 - Provide evidence of competency in accordance with the 'Evidence of competency' section
 - Identification in accordance with the proof of ID requirements
- Company Declaration** completed

Payment

Visit our [Building and Energy Fee Schedule](#) page for current application and registration fees.

Submit and pay for your application:

- Online**
If you are submitting this form online, you will be able to make payment using the department's payment gateway.
<https://onlineforms.dmirs.wa.gov.au/#/form/636a1cae895bd90330996aef>

- By post (or in person) using your credit card**
If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form-electrical> and attach it to your application.

Enquiries Only

Telephone: (08) 6251 2000
Email (Do Not Email Form)
electricallicensing@dmirs.wa.gov.au
Internet:
www.dmirs.wa.gov.au/building-and-energy

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Please ensure you have provided all required information and supporting documentation as per the application checklist. Failure to submit a completed application will result in the cancellation of your application and loss of the application fee.

In-House Installing Work Licence

Company details

Company name registered by Australian Securities and Investments Commission (ASIC):

Business name

Where trading in a name other than the company name, provide the business name (trading as) registered by ASIC.

Tick this box if you are not using a business name.

Principal place of business

Note: *Required for publication on the Register. Cannot be a PO Box.

Street address:

Suburb:

State:

Postcode:

Postal address

Note: A postal address is required for correspondence from the Department.

As above Street address or PO Box:

Suburb:

State:

Postcode:

Contact details

Phone (home):

Phone (work):

Phone (mobile):*

Email:*

*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.

Scope of work

Tick this box to confirm the Company will be carrying out electrical installing work other than maintenance work.

Tick this box to confirm the electrical installing work will only be carried out on premises the Company owns, leases or occupies.

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Nominee

Duties and obligations

Regulation 37(1)(a) requires the company to **employ** at least one suitably qualified person as Nominee
Please complete a copy of this page for each Nominee.

Nominee details

Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Other name(s): Date of birth:

Please confirm your agreement to be appointed as Nominee by signing the 'Signature of Nominee' field, below:

Signature of Nominee: Date:

Electrical Workers Licence

Provide details of current Electrical Workers (EW) Licence endorsed as an Electrician's Licence.

EW No:

Evidence of competency

Please either:

- Provide evidence of successful completion of the following Nominee module/s, issued by an approved Registered Training Organisation (RTO) within the last two years:
- WAE200 – Electrical Operational Requirements
- or**
- EA103A Operational Legislative Requirements; and
 - WAE100 Electrical Requirements

OR

- Provide details below of current or previous (within the past two years) Nominee appointment on an Electrical Contractor's (EC) or In-House Installing Work (IH) Licence in WA:

EC/IH No: Name of EC/IH Licence holder

OR

- Provide evidence of being an Inspector designated under Section 12 of the *Energy Coordination Act 1994* within the past two years.

Proof of Identification

- Please attach identification in accordance with the Proof of ID requirements, available here: www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence Attached

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In-House Electrical Installing Work Licence Declaration

Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to:

- falsify any matter pertaining to an application;
- provide any document or other evidence relating to qualifications or experience that is forged, false or fraudulent;
- provide any document in support of an application that is wrongfully represented as pertaining to the applicant; or
- give a false testimonial in connection with this application.

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.

Information for document execution: This document is to be executed on behalf of the company by either:

- a. Two directors; or
- b. One director and one secretary; or
- c. One director where that person is both sole director and sole secretary.

Declaration

I (FULL NAME OF APPLICANT)

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
2. Sincerely declare that the Nominee(s) is/are to be employed by the applicant for In-House Installing Work Licence. In circumstances where the Nominee is not employed by the applicant, specific Board consent for the Nominee appointment has been sought and approved in accordance with regulation 38(3) of the Electricity (Licensing) Regulations 1991; and
3. Sincerely declare that this application is true and correct

Executed for and on behalf of:
In accordance with Section 127
of the *Corporations Act 2001*

Name of company:

Signature of director 1

Signature of director 2 / secretary (if applicable)

Name of director 1 (print):

Name of director 2 / secretary (print):

Date:

Date: