



# Restoration of Electrical Contractor's Licence (Partnership)

**Form R019B**

<b>Application checklist</b>	<p><b>Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.</b></p> <p><input type="checkbox"/> <b>Payment details</b> completed:</p> <p style="margin-left: 20px;"><input type="checkbox"/> A non-refundable Restoration fee</p> <p style="margin-left: 20px;"><input type="checkbox"/> Registration fee</p> <p><input type="checkbox"/> <b>Partnership details</b> completed.</p> <p><input type="checkbox"/> <b>Insurance:</b> a certificate of currency issued/printed within the last 30 days for civil (public) liability cover in the name of the partnership.</p> <p><input type="checkbox"/> <b>Nominee</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Nominee details completed</p> <p style="margin-left: 20px;"><input type="checkbox"/> Electrical Workers Licence details completed</p> <p style="margin-left: 20px;"><input type="checkbox"/> Provide evidence of competency in accordance with the 'Evidence of competency' section</p> <p style="margin-left: 20px;"><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.</p> <p><input type="checkbox"/> <b>Management Representative</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Management Representative details completed</p> <p style="margin-left: 20px;"><input type="checkbox"/> Provide evidence of competency in accordance with the 'Evidence of competency' section</p> <p style="margin-left: 20px;"><input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.</p> <p><input type="checkbox"/> <b>Declaration</b> completed.</p>				
<b>Credit card details remain confidential</b>	<p><b>Payment Details</b> (Payment will appear as <b>"WA Gov – DMIRS"</b> on your bank statement)</p> <p><input type="checkbox"/> Cheque enclosed (made payable to Department of Mines, Industry Regulation and Safety)</p> <p><input type="checkbox"/> Credit Card payment    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Visa</p> <p>Card Number _____ / _____ / _____ / _____    Expiry Date <span style="border: 1px solid black; padding: 2px;">  /  </span></p> <p>Cardholder's Name: _____ (PLEASE PRINT)</p> <p><i>I authorise the Department to deduct the current prescribed fee, including any applicable late fee. Fees are subject to change on 1 July each year.</i></p> <p>Cardholder's Signature: _____    Date: _____</p> <p>Cardholder's contact phone number: _____</p>				
<b>OFFICE USE ONLY</b>					
<b>Total Due</b>	\$	<b>Department Code</b>	EC	<b>Chart Description</b>	<input type="checkbox"/> Restoration Fee <input type="checkbox"/> Registration Fee

**You may lodge your completed application:**

**By post addressed to:**  
 Licensing Services  
 Department of Mines, Industry  
 Regulation and Safety  
 Locked Bag 100  
 EAST PERTH WA 6892

**In person at:**  
 Customer Service  
 Level 1, Mason Bird Building  
 303 Sevenoaks Street  
 CANNINGTON  
 Hours: 8:30am to 4:30pm  
 Monday to Friday

**Enquiries Only**  
 Telephone: (08) 6251 2000  
 Email (**Do Not Email Form**)  
[electricallicensing@dmirs.wa.gov.au](mailto:electricallicensing@dmirs.wa.gov.au)

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

Please print neatly in BLOCK LETTERS with a black or blue pen only

**Electrical Contractor**

**Partnership Details**

Electrical Contractor's Licence number (EC): \_\_\_\_\_

Partnership name:

\_\_\_\_\_

**Business Name**

Where trading in a name other than the partnership 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**

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

Principal Place of Business: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Postal address**

As above *\*Address for correspondence from the Department.*

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Contact details**

Work Phone: \_\_\_\_\_

Mobile Phone\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

*\*Required to receive courtesy renewal reminder notifications via SMS and email and other important notifications relevant to your licence*

**Insurance**

The partnership must hold with a reputable insurer a current policy of insurance against civil liability in respect of the work for an electrical contractor.

Please attach a Certificate of Currency issued/printed within the last 30 days for civil (public) liability insurance in the name of the partnership.



## Management Representative

### Duties and obligations

Regulation 36(2)(b) of the Electricity (Licensing) Regulations 1991 requires that at least one natural person concerned in the management of conduct of the partnership, fully understands the duties and obligations imposed by the Regulations, the *Electricity Act 1945* and the *Energy Coordination Act 1945*.

**Please complete a copy of this page for each Management Representative.**

### Management Representative details

Title:  Mr  Mrs  Ms  Other \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Please confirm your agreement to be appointed as Management Representative by signing the field below:

Signature of Management Representative \_\_\_\_\_

Date: \_\_\_\_\_

### Evidence of competency

Please either:

- Provide evidence of successful completion of the following modules, issued by an approved RTO within the last five years:

- General Legislative Requirements; and
- Establishing a Contracting Business

**Or**

- Provide details below of current or previous (within the past five years) Management Representative appointment on an Electrical Contractor's (EC) Licence in WA:

EC No: \_\_\_\_\_

Name of EC Licence holder: \_\_\_\_\_

**Or**

- Provide evidence of current registration as an electrical contractor in another Australian State or Territory or New Zealand. Attach a copy of the registration certificate. If the licence is in the name of a partnership or company (body corporate), please also include a letter from the regulator confirming that you are the registered Business Person on the licence.

**Or**

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

### Proof of identification

- Please attach proof of identification (**minimum 100 points**) in accordance with the attached Fact Sheet.

## Electrical Contractor Declaration

### 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 partnership by either:**

- a. all partners of the partnership; or**
- b. one partner on behalf of the partnership where the partnership agreement explicitly permits it.**

### Declaration

1. I/we 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. I/we 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;
2. Sincerely declare that the Nominee(s) is/are to be employed by the applicant partnership for Electrical Contractor Licence. In circumstances where the Nominee is not employed by the partnership, 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.

Signed, sealed and delivered for  
and on behalf of:

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Signature of partner 1

\_\_\_\_\_  
Signature of partner 2

\_\_\_\_\_  
Name of partner 1 (print)

\_\_\_\_\_  
Name of partner 2 (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## FACT SHEET

### Proof of identity requirements for applicants for an electrical licence or gasfitting permit

Licensing Services maintains a register 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. This fact sheet explains the requirements for an applicant to prove his or her identity.

**APPLICANTS MUST PROVE THEIR IDENTITY BY PRESENTING AS MANY DOCUMENTS FROM THE FOLLOWING LISTS SO AS TO SCORE A MINIMUM OF 100 POINTS.**

**AT LEAST ONE DOCUMENT PROVIDED MUST SHOW THE SIGNATURE OF THE APPLICANT.**

**CREDIT CARDS, DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION.**

**Must include the Name of the signatory verified from one of the following: 70 POINTS**

- Birth certificate (not an extract)
- 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 (E.g. this may include some diplomatic documents and some documents issued to refugees)

**NOTE: ONLY ONE DOCUMENT FROM THE ABOVE LIST CAN BE ACCEPTED FOR 70 POINTS.**

**Must include the name and a photograph or signature of signatory verified from one of the following: 40 POINTS**

- A current licence or permit issued under a law of the Commonwealth, a State or Territory
- An identification card issued to a public employee
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit
- An identification card issued to a student at a secondary or tertiary education institution
- A current Australian Driver's Licence

**Must include the 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 (e.g. land rates)

**Must include the Name of signatory verified from any of the following: 25 POINTS**

- Marriage certificate
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

**Must include Name and Date of Birth of signatory 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/Photo card
- Current Foreign Driver's Licence

**THE DOCUMENTATION PROVIDED MAY BE A PHOTOCOPY OF THE ORIGINAL DOCUMENT.**