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Form R013C: Electrical Contractor's licence (company)

Use of this form

This form is to be used by people applying for an Electrical Contractor's licence with the Electrical Services Board. In Western Australia the **Electricity (Licensing) Regulations 1991** provides for registration of electrical workers.

Electrical Contractor's and In-House electrical installation licences require that a nominee be registered.

The holder of a licence may nominate a person as a replacement for a nominee; or as an additional nominee. A person can't be a nominee for a licence, or stay a nominee, unless they work for the licence holder.

Registration and application fees

Visit our [Fee Schedule](#) page for current fees. GST does not apply to fees.

Incomplete applications

The Department does not accept incomplete applications. If your application is incomplete your application may be lapsed or refused.

Help with your application

Internet: <https://www.wa.gov.au/organisation/service-delivery/electrical-licensing>

Telephone: (08) 6251 2000

Email: electricallicensing@lgirs.wa.gov.au (Do not email form)

Checklist

- ☐ Form fully completed and declaration completed
- ☐ Proof of identity provided
- ☐ Proof of competency provided
- ☐ Certificate of Currency
- ☐ Payment included or ready to pay online/in person for
 - ☐ one year
 - ☐ three years

Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

How to submit

Online

Submit your application and pay online: <https://onlineforms.dmirs.wa.gov.au/#/form/635b0d1c895bd92210718330>



Scan with your phone for online application portal

By post

If you are submitting this form by post and paying by credit card, you must include a [payment form](#).
Locked Bag 14, CLOISTERS SQUARE, PERTH WA, 6850

In person

Applications can be lodged during business hours
8.30am - 4.30pm.
Level 1, 303 Sevenoaks Street CANNINGTON 6107
Acceptable payment methods are Credit Card (Visa/Master-card) cash, cheque, money order or EFTPOS.

Form R013C: Application for an Electrical Contractor's Licence (Company)

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

Electrical contractor

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 (mobile):*

Phone (home):

Phone (work):

Email:*

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

Insurance

The company 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 company. ☐ Attached

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Nominee

Duties and obligations

Regulation 36(3)(a) requires the company to **employ** at least one suitably qualified person as Nominee.

Please complete a copy of this page for each Nominee.

Applicant Details

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:

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, issued by an approved Registered Training Organisation (RTO) within the last two years:

■ WAE200 – Electrical Operational 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

Proof of Identification

- ☐ Attached copies of identification in accordance with the Proof of ID requirements, available here: <https://www.wa.gov.au/media/50915/download?inline>.



Scan with your phone
for more information.

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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

Family name:	First name:	
Other name(s):	Date of birth:	Email:*
	/	
Phone (mobile):*		

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

- ☐ Attached copies of identification in accordance with the Proof of ID requirements, available here: <https://www.wa.gov.au/media/50915/download?inline>.



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Electrical contractor declaration

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

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

By signing this declaration, you give consent to the Electrical Licensing Board, duly authorised officers of the Department of Local Government, 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. I/we authorise the Electrical Licensing Board, the Department of Local Government, 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.

Executed for and on behalf of:

Name of company:

In accordance with Section 127 of the Corporations Act 2001

Signature of director 1

Signature of director 2 / secretary (if applicable)

Name (print):

Name (print):

Date:

Date: