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Form R013C: In-house installing work 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
- 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/636a1cae895bd90330996aef>



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 R014C: In-house installing work licence (company)

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 (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.

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.

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

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, 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 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>.



Scan with your phone for more information.

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

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 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. 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. 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 Electrical Contractor 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

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: