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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).

Form R008: Register a Nominee - Individuals

Use of this form

This form is to be used by people applying to be a nominee for a licence registered with the Electrical Services Board. In Western Australia the **Electricity (Licensing) Regulations Act 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.

Checklist

- ☐ Form fully completed and declaration completed
- ☐ Proof of identity provided
- ☐ Proof of competency provided
- ☐ Registration fee

Complete your application

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

How to submit

By post

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.

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)

Payment Details

☐ Visa ☐ Mastercard

Card number:

Expiry:

Card name:

I authorise the Department to deduct the current prescribed fee payable in respect of this notice.

Signature:

Date dd/mm/yyyy:

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Licence Details PLEASE PRINT IN BLOCK LETTERS

Electrical Contractor's/In house Licence number: (for nominee to be added to)

Electrical Contractor's/In house Licence holder name:

Nominee details

EW Licence number:

First name:

Family name:

Other name(s):

Phone (mobile)*:

Phone (work):

Phone (home):

Email:*

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

Is the Nominee:

☐ Employed by the contractor * Nominee must be employed by contractor

Please confirm your agreement to be appointed as Nominee by signing below:

Signature:

Date dd/mm/yyyy:

Evidence of Nominee competency

- ☐ Attached a copy of successful completion of the following Nominee module, issued by an approved Registered Training Organisation within the last two years:
- WAE200 – Electrical Operational Requirements

- ☐ **OR** Provided 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:

Electrical Contractor's/In house Licence number:

Electrical Contractor's/In house Licence holder name:

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

Proof of Identification for Nominee

- ☐ 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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Declaration by applicant

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.

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. 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.

Signature:

Date dd/mm/yyyy: