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Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

New Application

Form R023: Restricted Electrical Licence - Refrigeration and Airconditioning

Use of this form

This form is to be used by people applying to be registered as a restricted electrician with the Electrical Services Board. In Western Australia the **Electricity (Licensing) Regulations Act 1991** provides for registration of electrical workers.

Registration as a restricted electrical worker

A restricted licence authorises the holder of the licence to carry out electrical work (including testing) associated with or for the purposes of the holder's trade or calling.

A restricted licence does not authorise the holder of the licence to carry out the installation or alteration of fixed wiring.

Refrigeration and air-conditioning equipment licences are issued with the following scope of work:

- Disconnect/reconnect R&AC equipment
- Fault find R&AC power and control circuits
- Modify, replace or repair within the R&AC "package"
- Modify R&AC control circuits in switchboards/panels
- Assemble factory supplied cable between R&AC split system components (up to 4kW)

Period of registration

If your application is approved, registration will be granted for a period of one or five years.

Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee. Visit our [Fee Schedule](#) page for current fees. GST does not apply to fees.
If the Board does not grant your registration, the registration fee will be refunded.

Incomplete applications

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

Checklist

- ☐ Form fully completed and declaration completed
- ☐ Police check provided
- ☐ Proof of identity provided
- ☐ Proof of competency provided
- ☐ Registration fee for ☐ one year ☐ five 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/636cbddd895bd91fd07814f9>



Scan with your phone for online application portal

By post

Locked Bag 14, CLOISTERS SQUARE, PERTH WA, 6850
If submitting by post, complete Application Payment Form: <https://www.wa.gov.au/media/73896/download?inline> and attach it to your application.

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/Mastercard) cash, cheque, money order or EFTPOS.

Help with your application

Internet: www.lgirs.wa.gov.au/building-and-energy

Telephone: (08) 6251 2000

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

Form R023: Restricted Electrical Licence - Refrigeration and Airconditioning

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.

Applicant Details PLEASE PRINT IN BLOCK LETTERS

Family name:	First name:
<input type="text"/>	<input type="text"/>
Other name(s):	Date of birth:
<input type="text"/>	<input type="text"/>

Residential address

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

Street address:		
<input type="text"/>		
Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address

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

☐ As above

Street address or PO Box:		
<input type="text"/>		
Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact details

Phone (mobile):*	Phone (home):	Phone (work):	Email:*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Fit and Proper Assessment

- ☐ Attached Australian police check: The date of issue of the police check must be within three (3) months of the date you submit this application. For more information visit: <https://www.wa.gov.au/organisation/service-delivery/police-checks-licensing>.



Scan with your phone for more information

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 R023: Restricted Electrical Licence - Refrigeration and Airconditioning

Evidence of competency

Refrigeration and Airconditioning	Apprenticeship completed less than 2 years ago:	<input type="checkbox"/> A copy of your Trade Certificate endorsed <u>Refrigeration and Air Conditioning</u> issued by the WA Department of Training and Workforce Development; <input type="checkbox"/> AND A copy of your Certificate III in Refrigeration and Air Conditioning issued by an approved Registered Training Organisation (RTO); <input type="checkbox"/> AND A copy of an Academic Statement or letter issued by an RTO confirming successful completion of the following units; <ul style="list-style-type: none"> • MEM10003 - Install & test electrical wiring & circuits up to 1000V AC/1500V DC • MEM12004 - Perform precision electrical/electronic measurement • MEM18046 - Fault find & repair electrical equipment/components up to 1000V AC/1500V DC • MEM18049 - Disconnect/reconnect fixed wired equipment up to 1000V AC/1500V DC • MEM13015 - Work safely and effectively in manufacturing and engineering
	Apprenticeship completed 2 - 10 years ago:	<input type="checkbox"/> Must provide all of the above documents; <input type="checkbox"/> AND Evidence of an assessment of the above units of competency.
	Apprenticeship completed more than 10 years ago:	<input type="checkbox"/> A written statement to the Board showing ongoing industry knowledge and experience. This may include: <ul style="list-style-type: none"> • Evidence of completing a relevant apprenticeship; • Evidence of any related training or continual professional development; • Details of the type and location of any refrigeration and air-conditioning electrical work carried out after the apprenticeship was completed; • Evidence of a similar restricted electrical licence held in another Australian state or territory or country; and/or • Any other information relevant to demonstrate the ability to carry out restricted electrical work on refrigeration and air-conditioning equipment.
	International qualifications	<input type="checkbox"/> A copy of UEE Certificate III in Refrigeration & Airconditioning issued by VETASSESS or Victoria University in the last 2 years; <input type="checkbox"/> OR A copy of MEM Certificate III in Engineering – Mechanical Trade (Refrigeration/ Airconditioning) issued by South Metropolitan TAFE in the last 2 years; <input type="checkbox"/> AND A copy of record of Results, issued within the last 2 years, listing the following units with a result of Competent (CO): <ul style="list-style-type: none"> • MEM10003 Install and test electrical wiring and circuits up to 1000V AC 1500V DC; • MEM12004 Perform precision electrical/electronic measurement; • MEM18046 Fault find/repair electrical equipment/components up to 1000V AC/ 1500V DC; and • MEM18049 Disconnect/Reconnect fixed wired equipment up to 1000V AC/1500V DC.

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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 this application is true and correct.

Signature:

Date dd/mm/yyyy: