



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

USE ADOBE ACROBAT READER WITH THIS FORM



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).

## Checklist

Use this checklist reminder to ensure that you complete all parts of the application and attach all necessary supporting documents.

- Payment details** completed:
  - A non-refundable application fee
  - Registration fee
- Name of company and contact particulars** completed
- Insurance:** a certificate of currency issued/printed within the last 30 days for civil (public) liability cover in the full legal name of the company
- Nominee**
  - Nominee details completed
  - Electrical Workers Licence details completed
  - Provide evidence of competency in accordance with the 'Evidence of competency' section
  - Identification in accordance with the Proof of ID requirements
- Management Representative**
  - Management Representative details completed
  - Provide evidence of competency in accordance with the 'Evidence of competency' section
  - Identification in accordance with the Proof of ID requirements
- Declaration** completed

## Payment

Visit our [Building and Energy Fee Schedule](#) page for current application and registration fees.

Submit and pay for your application:

- Online**  
If you are submitting this form online, you will be able to make payment using the department's payment gateway.  
<https://onlineforms.dmirs.wa.gov.au/#/form/635b0d1c895bd92210718330>

- By post (or in person) using your credit card**  
If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form-electrical> and attach it to your application.

**Enquiries Only**  
Telephone: (08) 6251 2000  
Email (Do Not Email Form)  
[electricallicensing@dmirs.wa.gov.au](mailto:electricallicensing@dmirs.wa.gov.au)  
Internet:  
[www.dmirs.wa.gov.au/building-and-energy](http://www.dmirs.wa.gov.au/building-and-energy)

## 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 (home):

Phone (work):

Phone (mobile):\*

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 full legal name of the company.  Attached

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

### 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

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:  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/s, issued by an approved Registered Training Organisation (RTO) within the last two years:
- WAE200 – Electrical Operational Requirements
- or
- EA103A Operational Legislative Requirements; and
  - WAE100 Electrical 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

- Please attach identification in accordance with the Proof of ID requirements, available here: [www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence](http://www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence).

Attached

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

### 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 or conduct of the company, 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

Salutation:  Mr  Mrs  Ms  Other, please specify:

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 licence card. 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 identification in accordance with the Proof of ID requirements, available here: [www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence](http://www.commerce.wa.gov.au/publications/proof-identity-requirements-applicants-electrical-licence).

Attached

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

### 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 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 company by either:**

- Two directors; or**
- One director and one secretary; or**
- One director where that person is both sole director and sole secretary.**

### Declaration

I (FULL NAME OF APPLICANT)

- 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;
- 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
- 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: