



# Electrical Contractor's Licence Application

*Occupational Licensing Act 2005*

**SERVICE TASMANIA** (Office use only)

Product Code: **OCCLIC** Licence No: \_\_\_\_\_

Please indicate which class of electrical contracting licence you are applying for. Tick one box.

- Electrical Contractor General
- Electrical Contractor exclusively Cable Jointing
- Electrical Contractor exclusively Lineworking
- Electrical Contractor Cable Jointing and Lineworking

### PLEASE COMPLETE ALL RELEVANT INFORMATION

Entity:  Sole Trader  Partnership  Company  Other (Specify) \_\_\_\_\_

Company Name: \_\_\_\_\_ Company ACN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Business/Trading Name: \_\_\_\_\_ Business ABN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Business Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

**WST** (Office use only)

CONTRACTOR'S LICENCE NO: \_\_\_\_\_

### NOMINATED MANAGER DETAILS

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Tasmanian Electrical Practitioner's Licence No: \_\_\_\_\_

### OWNER/BUSINESS MANAGER DETAILS

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

## INSURANCE PARTICULARS

You must provide details and a copy of your insurance cover that indemnifies you for: (a) any liability to pay for the cost of rectifying any prescribed work required because of defects in the prescribed work; (b) any trade practices liability; (c) any public liability of not less than \$5,000,000; and (d) any completed work liability. For full details of the insurance cover required under the *Occupational Licensing Act 2005*, you should refer to our website: [www.wst.tas.gov.au/ola](http://www.wst.tas.gov.au/ola) under Notices.

Insurance Company: \_\_\_\_\_

Insured Party: \_\_\_\_\_

Note: The name of the holder of this electrical contractor's licence must match the name of the holder of \_\_\_\_\_ this policy

Policy Number: \_\_\_\_\_ Period of Cover: \_\_\_\_\_ From / / To / /

### 1. Mutual Recognition (Licence held in another State or Territory of Australia or New Zealand)

If applicable, please supply details of your current contractor's licence (or equivalent) held outside Tasmania. Please attach a copy of your current licence.

Type of Licence: \_\_\_\_\_

Class: \_\_\_\_\_

Licence No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

State/Territory: \_\_\_\_\_

No  Yes (give details)

State/Territory: \_\_\_\_\_

Year of conviction: \_\_\_\_\_

Offence: \_\_\_\_\_

No  Yes (give details)

\_\_\_\_\_

\_\_\_\_\_

No  Yes (give details)

\_\_\_\_\_

\_\_\_\_\_

No  Yes (give details)

Type of Licence: \_\_\_\_\_

Licence No: \_\_\_\_\_

State/Territory: \_\_\_\_\_

No  Yes (give details)

\_\_\_\_\_

\_\_\_\_\_

No  Yes (give details)

\_\_\_\_\_

\_\_\_\_\_

### 2. Convictions/Legal Action

(a) In the last five years has the owner(s)/director(s) of the company/business ever been convicted of an offence involving dishonesty?

(b) In the last five years has the owner(s)/director(s) of the company/business settled a civil legal action or had a civil judgment given against them in their capacity as an electrical contractor?

(c) In the last five years has the owner(s)/director(s) of the company/business been convicted or punished for any breach of any Act or Regulation governing the carrying-out of electrical work in or outside Tasmania?

(d) In the last five years, under any law regulating the carrying out of electrical work, has the owner(s)/directors of the company/business been refused, cancelled, suspended or disqualified from holding an electrical licence or registration in or outside Tasmania?

### 3. Insolvency/Bankruptcy

(a) Are the owner(s)/directors of the company/business currently insolvent, been bankrupt or have assigned their estate for the benefit of creditors?

(b) If a company, is the company insolvent or in receivership?

**4. Supporting Documentation**

Please supply a copy of the following and tick the box to indicate that the support documentation is attached:

- Partnership/Company details of each partner and/or director
- If a company – Certificate of the Registration of a Company
- If a business - Certificate of the Registration of a Business Name
- Certificate of currency of Insurance
- Completed Nomination of Manager form. (Available from this office or from our website)
- Nominated Manager (if applicable) – Certified copy of Registered Training Organisation (TSI or TAFE) prescribed contractor’s course Statement of Results.

**DECLARATION BY APPLICANT**

I solemnly and sincerely state that the content of this application is true and correct

Stated at ..... on this..... day of ..... 20 .....

Name (applicant) ..... Signature (applicant) .....  
(print)

Before me,

Name (witness) ..... Signature (witness).....  
(print)

**PAYMENT OPTIONS**

Fees applicable from 1 July 2009 (There is no GST component).

Electrical Contractor’s Licence	\$305.90
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**METHOD OF PAYMENT**

**WST ABN 29 206 713 203**

**PAYMENT OF LICENCE FEE TO BE PAID** in person at any **Service Tasmania** shop

**Interstate Applicants only**

**MAIL PAYMENT (cheque/credit card details) to:**

Workplace Standards Tasmania PO Box 56 ROSNY PARK TAS 7018

Credit Card Details:	Mastercard <input type="checkbox"/>	Visacard <input type="checkbox"/>	Amount Paid: _____
Credit Card Number:	<input style="width: 25px;" type="text"/>	<input style="width: 25px;" type="text"/>	<input style="width: 25px;" type="text"/>
Cardholder’s Name: <i>(Block Letters)</i>	Phone No.	Card Expiry Date: ____/____	
		Signature: _____	

Personal information we collect from you for licensing processes will be used by Workplace Standards Tasmania for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of the Workplace Standards Tasmania; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.