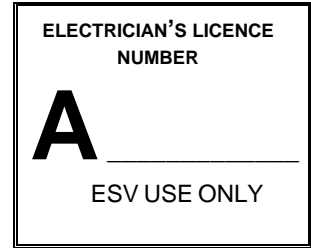


## ELECTRICIAN'S LICENCE REINSTATEMENT APPLICATION FORM



**THIS APPLICATION MUST BE COMPLETED IN FULL**

Please complete this form in **BLOCK LETTERS**.

<b>SURNAME:</b>			
<b>GIVEN NAME(S):</b>			
<b>DATE OF BIRTH:</b>			
<b>RESIDENTIAL ADDRESS:</b>			<b>POSTCODE:</b>
<b>POSTAL ADDRESS</b>			<b>POSTCODE:</b>
<b>TELEPHONE NO:</b>	<b>HOME:</b>	( )	<b>BUS:</b>
	<b>FAX:</b>	( )	<b>MOBILE:</b>
<b>EMAIL:</b>			

### PREVIOUS VICTORIAN LICENCE DETAILS

Licence No: **A**      Date of Expiry:

**Note:**

- (1) For Electrician's licences which **expired less than 5 years ago**, evidence of completion of the [CPD Skills Maintenance Course](#) (completed within 2 years of the date of application) is required  
Extensions of time to complete CPD requirements may be provided to eligible applicants.
- (2) For Electrician's licences which **expired more than 5 years ago**, evidence of completion of the current [Licensed Electricians Assessment \(LEA\)](#) (completed within 5 years of the date of application) is required.

1. Are you currently employed?

**YES**  if YES, please complete the details below & proceed to question 2 **NO**  if NO, proceed to question 2

Name of employer:	
Address:	
Type of work:	
Commencement date:	

2. Have you ever been refused an Electrical Worker’s Licence in Victoria or elsewhere, been disqualified from holding such a licence, or has any such licence held by you been cancelled or suspended for any period of time?

**YES**  if YES, complete a, b & c & proceed to question 3 **NO**  if NO, proceed to question 3

a. Type of licensing and issuing authority:

Type of licence:		Class:	
Issuing authority:		Licence No.	

b. Date of refusal, disqualification or suspension and (if applicable) the period of disqualification or suspension:


c. Reason for refusal, disqualification, cancellation or suspension:


3. In the last 5 years, have you been subject to disciplinary action taken by ESV or other Regulatory Authority relating to clauses under section 34 or section 41 of the Electricity Safety Act 1998 or equivalent clauses?

**YES**  if YES, complete section below & proceed to question 4 **NO**  if NO, proceed to question 4


4. In the last 5 years, have you been convicted for failing to comply with any part of the Electricity Safety Act 1998 or the Electricity Safety (Installations) Regulations?

**YES**  if YES, complete section below & proceed to question 5      **NO**  if NO, proceed to question 5


5. In the last 5 years, have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for 6 months or more?

**YES**  if YES, complete section below & proceed to question 6      **NO**  if NO, proceed to question 6


6. In the last 5 years, have you had a judgement against you in any proceedings relating to fraudulent conduct, negligence or incompetence in connection with carrying out electrical installation work?

**YES**  if YES, complete section below & proceed to privacy statement      **NO**  if NO, proceed to privacy statement


## PRIVACY STATEMENT

### How we use and disclose your personal information

Energy Safe Victoria (ESV) is committed to protecting the privacy of your personal information in accordance with the *Privacy and Data Protection Act 2014*. We will use the personal information collected via this application form to process your application. If you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of your application. Failure to provide some or all the information requested may mean your application cannot be processed.

In order to process your application, we may share the personal information in this form within ESV and with third parties in order to obtain or confirm information relevant to your application such as information about your qualifications, your criminal record, your work history, the details of any other occupational licences you hold and any disciplinary matters related to those licences.

We will also use it for ongoing purposes, such as:

- the administration and enforcement of legislation administered by Energy Safe Victoria including the *Electricity Safety Act 1998* and the regulations made under that act
- responding to complaints about electrical installation work
- providing Certificates of Electrical Safety information to your customers and the owners or occupiers of premises to which the certificates relate
- providing Certificate of Electrical Safety information to our external auditors who may carry out safety audits of the work described in the certificate
- providing information to other government agencies, including emergency services, law enforcement and security agencies, including Victoria Police if the information is reasonably required by that agency to carry out an investigative, law enforcement or regulatory function
- disclosing your licence or registration status to employers, prospective employers or members of the public who wish to check this status
- to maintain any public registers required by our regulations
- for communications purposes and to provide you with relevant updates and general information about ESV's activities and safety alerts
- prosecution or disciplinary action when we suspect that fraud or unlawful activity has been, is being or may be engaged in; and
- any other purposes required or authorised by law
- we may also disclose your personal information to our contracted service providers that help deliver our services (which may include organisations that provide archival, auditing, professional advisory, banking, mail house, delivery, call centre, information technology, research, utility and security services). We may also disclose your personal information to your authorised representatives or third parties acting on your behalf (for example, your solicitor or interpreter)
- you can request access to the personal information we hold about you at any time. We will try to give you access with as little formality as possible and without charging a fee. However, where your request is difficult or time consuming to answer, or where it involves personal information about other people, we may have to use freedom of information procedures to process the request
- if you become aware that personal information we hold about you is not accurate, complete or up-to-date, you can ask us to correct it
- if you are unhappy about the way we have handled the privacy of your personal information, you may wish to discuss your concerns with the ESV's Privacy Officer. You may complain in person, by telephone or in writing. You can also discuss your concerns directly with Privacy Victoria, which is an independent and impartial dispute resolution service.

You can write to:

The Privacy Officer  
Energy Safe Victoria  
PO Box 262  
Collins Street West VIC 8007

Ph: 03 9203 9700

**DECLARATION BY APPLICANT**

I declare that the information contained in this application or attached by me to the application is true and correct to the best of my knowledge and that I have read the ESV Privacy Statement.

**Signed by applicant**

Sign here	Date
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While every effort is made by ESV to forward renewals prior to their expiry date, it is your responsibility to make sure your licence does not expire.

**ELECTRICIAN’S LICENCE**

For the purposes of section 40 of the Electrical Safety Act 1998, Energy Safe Victoria may issue a license to a person under which the person may carry out all electrical installation work of the class prescribed by regulation 7(a).

The duration of an Electrician’s licence is up to 5 years

**AN ELECTRICIAN’S LICENCE IS RENEWABLE**

**CHECKLIST**

**Please tick box**

<b>Have you:</b>	<b>Yes</b>	<b>No</b>
Completed application in full?	<input type="checkbox"/>	<input type="checkbox"/>
Provided payment information?	<input type="checkbox"/>	<input type="checkbox"/>
Signed and dated the application?	<input type="checkbox"/>	<input type="checkbox"/>

## PAYMENT

### LICENSING OF ELECTRICAL WORKERS SCHEDULE OF FEES

Application fee for the issue of an electrician’s licence (5 years)

**Licensing fees, Registration fees and Certificates of Electrical Safety are GST Exempt.**



#### APPLICATION LODGEMENT

Email the completed application form and relevant supporting documentation to:

[licensing@energysafe.vic.gov.au](mailto:licensing@energysafe.vic.gov.au)

#### For Licensing & Registration Enquiries

Phone: 1800 815 721

Email: [licensing@energysafe.vic.gov.au](mailto:licensing@energysafe.vic.gov.au)

ESV website [www.esv.vic.gov.au](http://www.esv.vic.gov.au)

Please provide ALL the below credit card information so that payment can be processed.

Visa

MasterCard

\_\_\_\_ / \_\_\_\_

Expiry date

CVV

**\$434.10**

Amount

Credit card number:

Signature: \_\_\_\_\_

Cardholder’s name: \_\_\_\_\_  
(Block letters)

**Note:** ESV only accepts credit card payments for licence/registration applications. Cash, cheque and EFTPOS payments are no longer acceptable.

