



# Registered Electrical Contractor Reinstatement Form

Please complete this form in BLOCK LETTERS and tick/circle/cross where required

REC- \_\_\_\_\_

(ESV USE ONLY)

## This registration as an electrical contractor is for:

- An individual (sole trader)
- A company
- A partnership

*If you are not a company director you must provide a signed and dated letter of consent from one of the company directors authorising you to apply on behalf of the company*

*Partnership applications **must** be completed by one of the partners or an authorised representative in the case of a company partnership*

**Note: ESV does not register Trust Entities**

## Applicant Details

### Personal information

First name	
Last name	
Date of birth	

### Residential address

Street address	
Suburb	
State	
Postcode	

### Communication details

Home phone number	
Mobile phone number	
Email address	

### REC Details

REC number to be reinstated	
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### ACN and Company Details (if applicable)

Australian Company Number (ACN) <small>Please note that trust entities cannot be registered</small>	
Company name	

### Partnership Details (if applicable) – Partnership Declaration to be Completed

Australian Business Number (ABN)	
Business name <small>Please note that business name(s) must be currently registered with ASIC</small>	

### ABN and Business Details (if applicable)

Australian Business Number (ABN)	
Business name <small>Please note that business name(s) must be currently registered with ASIC</small>	

### Business Street Address

Street address	
Suburb	
State	
Postcode	

### Business Postal Address

Street address	
Suburb	
State	
Postcode	

**Business Communication Details**

Business email address	
Business phone number	
Alternate phone number	

**Insurance declaration**

I, the person applying for this registration, by making this declaration, acknowledge the following:

1. that whenever carrying out or offering to carry out electrical contracting work, the electrical contractor I am registering with this application will hold a current contract of insurance against public liability for any personal injury or damage to property that may arise in connection with electrical contracting work with a minimum cover of \$5,000,000;
2. that the insurance cover will be in the name of the electrical contractor as registered with this application; and
3. that the electrical contractor I am registering with this application will provide evidence to ESV showing that the contractor holds the required insurance cover, whenever requested by ESV.

*Note: Carrying out or offering to carry out electrical contracting work without the required insurance is a criminal offence.  
Penalty: In the case of a natural person (an individual or sole proprietor), 50 penalty units and in the case of a body corporate (corporation or company) 250 penalty units.*

Name	
Signature	
Date	

**Suitability for Registration**
**Licensing and registration history**

Has the applicant ever held a Victorian REC registration before?	<input type="checkbox"/> Yes REC Number:	<input type="checkbox"/> No
Does the applicant hold a current REC registration in any other state or territory?	<input type="checkbox"/> Yes REC number: State/Territory:	<input type="checkbox"/> No
Has the applicant, nominated technical supervisor(s), nominated business supervisor(s), any associated director, secretary, or executive officer linked to this application, in Victoria or elsewhere:		
Had any conditions imposed on an electrical licence or registration in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ever been refused an electrical licence or registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Had any electrical licence or registration cancelled or suspended in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **Yes** to any of the above questions, you **must** complete the section below

First name	
Last name	
Type of licence or registration	
Issuing authority	
Reason for refusal, cancellation or suspension	

**Disciplinary action**

Has the applicant, nominated technical supervisor(s), nominated business supervisor(s), any associated director, secretary, or executive officer linked to this application, in Victoria or elsewhere:

Been subject to disciplinary action taken by ESV or other electrical safety regulatory authority in the last 5 years?	<input type="checkbox"/> Yes (please provide relevant information)	<input type="checkbox"/> No
In the last 5 years, received a warning letter, infringement notice, court imposed fine or been convicted, or had a charge proven in court for failing to comply with any part of the <i>Electricity Safety Act 1998</i> or the regulations made under that Act?	<input type="checkbox"/> Yes (please provide relevant information)	<input type="checkbox"/> No
In the last 5 years been convicted of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for six months or more?	<input type="checkbox"/> Yes (please provide relevant information)	<input type="checkbox"/> No

## Technical Supervisor Nomination

Technical supervisors **must** hold an appropriate qualification.

The nominated technical supervisor(s) must be a licensed A-Grade electrician in Victoria **and provide evidence** of one of the following with this application:

- LEI G Class Licence
- [Licensed Electrician's Assessment \(LEA\)](#) (**completed within the last 5 years**)
- Capstone Assessment – transcript required showing modules
- Technical Experience - To apply under technical experience written references must be provided from past/current employer(s) to cover employment for a period of approximately 10 years (**post 2007**) to demonstrate that you have been actively working as an electrician. References must be provided on company letterhead, dated and signed (by a technical supervisor/manager) and include:
  1. period of employment, and
  2. a detailed breakdown of the type of hands-on electrical installation experience obtained

See sample technical experience letter template [here](#)

Are you nominating yourself as the Technical Supervisor? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Please complete the below section			
A Grade licence number			
First name			
Last name			
Date of birth			
Street address			
Suburb			
State		Postcode	
Home phone number			
Mobile phone number			
Email address			
Are you currently a Technical Supervisor for another REC? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, please indicate the REC number below			
REC number			

**If you are a Technical Supervisor for more than one REC, you will need to supply written confirmation as to how you will provide effective supervision of all electrical installation work for which you will be responsible for in regards to multiple registered electrical contractors.**

### Declaration (must not be left blank)

I accept this nomination as a Technical supervisor upon approval of this registration and agree to the obligations of a Technical Supervisor

Name	
Signature	
Date	

## Business Supervisor Nomination

Business supervisors **must** be a person responsible for the day-to-day management and administration of the electrical contracting business **and** hold an appropriate qualification or have the required experience.

Nominated business supervisor(s) must provide evidence of one of the following with this application:

- [Registered Electrical Contractors Business Course that is approved by ESV](#)
- Bachelor of Business (Accounting)
- Bachelor of Business (Administration)
- Certificate IV in Small Business Management
- Evidence that the nominated business supervisor has managed an electrical contracting business for five years or more; in this instance please provide a detailed account of your experience on a separate sheet.

Are you nominating yourself as the business supervisor?		<input type="checkbox"/> Yes <input type="checkbox"/> No Please complete the below section	
First name			
Last name			
Date of birth			
Street address			
Suburb			
State		Postcode	
Postcode			
Home phone number			
Mobile phone number			
Email address			

### Declaration (must not be left blank)

I accept this nomination as a Business Supervisor upon approval of this registration and agree to the obligations of a Business Supervisor

Name	
Signature	
Date	

## 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

## Obligations as an Electrical Contractor

A person must not carry on or offer to carry on or hold out that the person carries on or is willing to carry on any class of electrical contracting that, under the regulations, is a prescribed class of electrical contracting unless the person is registered under the *Electricity Safety Act 1998* as an electrical contractor in respect of electrical contracting of that class and holds the prescribed insurance. The prescribed insurance is insurance against public liability for personal injury or damage to property in conjunction with the electrical contracting work of the registered electrical contractor with a minimum cover of \$5,000,000

A registered electrical contractor is responsible for all electrical installation work it is engaged to carry out and must ensure that the work is safe, complies with the regulations, is inspected if required and that a certificate of electrical safety is issued for all work carried out. A registered electrical contractor must electronically notify ESV each time a certificate is completed, give a copy of the certificate to the person for whom the work was carried out and lodge a copy of the certificate with ESV.

A registered electrical contractor must not publish or cause to be published any advertisement, notice or statement that the contractor carries on or is willing to carry on electrical contracting work unless the advertisement, notice or statement includes the registered number of the contractor.

A registered electrical contractor must keep a register of licensed electrical installation workers who are employed by the contractor. This register must be available for inspection at all reasonable times by ESV. A registered electrical contractor must not employ a person in the carrying out of electrical installation work unless the person is a licensed electrical installation worker of a particular class related to the contractor's business or an apprentice within the meaning of the *Education and Training Reform Act 2006*, in a trade that involves carrying out electrical installation work of a class relating to the contractor's business.

An application for renewal of registration must be accompanied by details of any changes in the information provided in the application for the registration or for the most recent renewal of registration or in any other circumstances relating to the application.

Registered electrical contractors must notify ESV in writing within 10 business days after:

- any change in the circumstances of a person nominated as a technical supervisor that would affect the person's ability to effectively supervise electrical installation work carried out by the electrical contractor
- any change in the circumstances of a person nominated as a business supervisor that would affect the person's ability to be responsible for the management and administration of the business of the electrical contractor
- any other circumstances relating to the name or status as a legal person of the registered electrical contractor.

## Conditions Related to Technical Supervisors

It is a condition of registration that all electrical installation work carried out by the registered electrical contractor is effectively supervised by a technical supervisor. Effective supervision means being present at the site of the electrical work to the extent necessary to ensure that the work is being correctly performed and being aware of the details of the electrical work being performed and giving detailed instructions and directions with respect to the electrical work.

Failure to comply with this condition could result in the contractor's registration being suspended or cancelled.

## Conditions Related to Business Supervisors

It is a condition of registration that the electrical contracting business is effectively managed and administered by the business supervisor.

Failure to comply with this condition could result in the contractor's registration being suspended or cancelled.

## Declaration

### Application declaration (must not be left blank)

I declare that the information contained in this application and attachments is true and correct and that I have read ESV's Privacy Statement and understand the obligations and conditions that apply to registered electrical contractors.

Name	
Signature	
Date	

### Lodgement Options

Payment must be made via credit card (complete all credit card details in the Credit Card Details section below)

Applications must be lodged via email to [licensing@energysafe.vic.gov.au](mailto:licensing@energysafe.vic.gov.au)

Registration fees are GST exempt.

Energy Safe Victoria is established under the *Energy Safe Victoria Act 2005*  
 ABN 27 462 247 657

### Credit Card Details

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<b>\$676.10</b>
Visa	MasterCard	Expiry date	CVV	Amount
Credit card number:				
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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.

### Checklist

Please review this checklist and ensure all details are correct before submitting your application

Application form is completed, signed and dated	<input type="checkbox"/>
Letters of authorisation are attached if applying on behalf of a company	<input type="checkbox"/>
All company and business names are currently registered with ASIC	<input type="checkbox"/>
Insurance declaration has been signed	<input type="checkbox"/>
Evidence of nominated business supervisor(s) qualification(s) has been attached	<input type="checkbox"/>
Nominated business supervisor(s) declaration has been signed (this must not be left blank)	<input type="checkbox"/>
Evidence of nominated technical supervisor(s) qualification(s) has been attached	<input type="checkbox"/>
Nominated technical supervisor(s) declaration has been signed (this must not be left blank)	<input type="checkbox"/>
Attached copies front/back of any current interstate REC registrations (if applicable)	<input type="checkbox"/>
Provided payment details	<input type="checkbox"/>