

**AUTOMATIC MUTUAL RECOGNITION  
NOTIFICATION OF AN INTERSTATE  
ELECTRICIAN'S LICENCE**

Reference Number
Allocated by ESV

**This form is to be used ONLY by a person holding a current interstate Electrician's Licence, not residing in Victoria that wishes to undertake electrical installation work in Victoria**

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

<b>SURNAME OF APPLICANT:</b>			
<b>GIVEN NAME(S):</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>			

<b>AGE:</b>		<b>DATE OF BIRTH:</b>	/ /	FOR IDENTIFICATION PURPOSES ONLY
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Please list all current interstate electrical licences that you hold and attach a copy (front and back) of each licence

State/Territory	Licence number	Expiry date
ACT		
Northern Territory		
NSW		
Queensland		
South Australia		
Tasmania		
Western Australia		

**ESV Use Only:**

Licence No:		State:	
Restrictions if any		Recommended by:	
Date Recommended			
Date Approved		Approved By:	

1. Do you hold or have you previously held a Victorian Electrical Worker's Licence issued by Energy Safe Victoria (ESV), under the Electricity Safety (Licensing & Registration) Regulations 2010?

**YES**  if YES, complete section below & proceed to question 2

**NO**  if NO, proceed to question 2

Licence Class:	<input type="text"/>	Licence No:	<input type="text"/>
Date of Issue:	<input type="text"/>	Date of Expiry:	<input type="text"/>

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

**NO**  if NO, proceed to question 3

a. Type of licensing and issuing authority:

Type of licence:	<input type="text"/>	Class:	<input type="text"/>
Issuing authority:	<input type="text"/>	Licence No.	<input type="text"/>

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

<input type="text"/>
<input type="text"/>
<input type="text"/>

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

<input type="text"/>
<input type="text"/>

3. Have you ever 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

**NO**  if NO, proceed to question 4

<input type="text"/>
<input type="text"/>
<input type="text"/>

4. Have you ever 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      **NO**  if NO, proceed to question 5


5. Have you ever 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      **NO**  if NO, proceed to question 6


6. Have you ever 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      **NO**  If NO, proceed to next page


## 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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**ELECTRICIAN'S LICENCE**

For the purposes of section 40 of the Electrical Safety Act 1998, you are permitted to carry out electrical installation work of the class prescribed by regulation 7(a).

### CHECKLIST

Please tick box

Have you:	Yes	No
Completed application in full?	<input type="checkbox"/>	<input type="checkbox"/>
Provided a copy of your current interstate electrical licences (front & back)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signed and dated the application?</b>	<input type="checkbox"/>	<input type="checkbox"/>

<p> <b>ONLINE</b></p> <p>Preferred method of lodgement</p> <p>Email completed application form and supporting documentation with credit card details to:</p> <p><i>licensing@energysafe.vic.gov.au</i></p>	<p> <b>FAX</b></p> <p>Fax completed application form and supporting documentation with credit card details to:</p> <p>(03) 9686 2197</p>	<p> <b>IN PERSON</b></p> <p>Energy Safe Victoria Level 5, Building 2 4 Riverside Quay SOUTHBANK</p> <p>Office hours: Monday to Friday 8.30am to 4.30pm</p>
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**ABN 27 462 247 657**