



RESTRICTED ELECTRICAL WORKER'S LICENCE (REL) REINSTATEMENT APPLICATION FORM

REL NUMBER
D _____
ENERGY SAFE USE ONLY

THIS APPLICATION MUST BE COMPLETED IN FULL

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

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

PREVIOUS VICTORIAN LICENCE DETAILS

Licence Number:	D	Date of Expiry:	
Classification(s):		Class: (Enter either Class 1 or Class 2)	

Note:

- (1) For RELs 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. The supporting evidence you will need to provide to request an extension can be viewed [here](#).
- (2) For RELs which **expired more than 5 years ago**, evidence of completion of the current [Independent Practical Assessment](#) (completed within 5 years of the date of application) is required.

Are you (tick appropriate box):

An employee

Self-employed

Note: An applicant who is an employee/self-employed must attach a letter from their employer/themselves if self-employed, clearly stating their requirement for the Restricted Electrical Worker’s Licence in order to undertake restricted disconnect/reconnect of electrical equipment which is incidental to their primary function.

1. Please provide details of your primary work (e.g. plumber, gas fitter, mechanical fitter, refrigeration mechanic etc.)

2. Description of work you intend to carry out under the Restricted Electrical Worker’s Licence, together with a description of the type of electrical equipment or component of the electrical equipment for which you require the licence. Restricted electrical work is only permitted on equipment or components ancillary to your primary work function. It does not permit the installation of electrical equipment. Equipment must be disconnected/reconnected only for the purposes of repair, replacement or maintenance of such equipment.

3. Do you hold or have you previously held a Victorian Electrical Worker’s Licence issued by Energy Safe Victoria (Energy Safe)?

YES if YES, complete section below & proceed to question 4

NO if NO, proceed to question 4

Licence Class:

Date of Issue:

Licence No:

Date of Expiry:

4. Do you hold a current Electrical Worker’s Licence of any grade/class in another State or Territory of Australia or New Zealand?

YES if YES, complete section below & proceed to question 5

NO if NO, proceed to question 5

Type of licence:

Issuing authority:

Date Issued:

Class:

Licence No.

Date of Expiry:

Copy of licence card, front and back to be attached

5. Do you hold a trade licence/certificate?

YES if YES, complete section below & proceed to question 6

NO if NO, proceed to question 6

Licence Name:
 Issuing authority:

Licence No:
 Date of Issue:

Please attach evidence

6. Have you served as an apprentice in your trade?

Note: A licence cannot be issued if you are still serving an apprenticeship.

YES if YES, complete section below & proceed to question 7

NO if NO, proceed to question 7

Please describe the nature of work in your apprenticeship (i.e. maintenance of machinery etc.)

Please attach evidence of the completion details of apprenticeship

Name of apprenticeship employer:			
Address:			
Date commenced:		Date completed:	

7. Have you completed a unit of competence in disconnect/reconnect and/or fault finding (see page 5 for a list of approved units of competence)

YES Please attach evidence & proceed to question 8

NO If NO, proceed to question 8

8. Please provide details of present employment in your trade to support this application.

Name of present employer:						
Address:						
Type of work:						
Period of employment	From:				To:	

9. Have you ever been refused a Restricted 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 section below & proceed to question 10

NO if NO, proceed to question 10

Details of refusal:

Type of Licence:	<input type="text"/>	Class:	<input type="text"/>
Issuing authority:	<input type="text"/>	Licence number:	<input type="text"/>
Date of refusal:	<input type="text"/>	Period of refusal:	<input type="text"/>

Reason for refusal:

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

10. In the last 5 years, have you been subject to disciplinary action taken by Energy Safe 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 11

NO if NO, proceed to question 11

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

11. 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 12

NO if NO, proceed to question 12

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

12. 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 13

NO if NO, proceed to question 13

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

13. 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 question 14

NO if NO, proceed to question 14

14. Did you receive authorisation from Energy Safe to attend a restricted electrical workers course with a view to being licensed, prior to this application?

YES please attach evidence & proceed to next page

NO if NO, proceed to next page

PLEASE SELECT WHICH UNITS YOU HAVE COMPLETED TO APPLY FOR A RESTRICTED ELECTRICAL WORKER'S LICENCE

Units of Competency Required for Completion at a Registered Training Organisation **For a Class 1 Licence Applicant, both the Class 1 and Class 2 Units are required**			
Class 1 Fault Finding		Class 2 Disconnect/Reconnect	
UEERL0005		UEERL0004	
UEENEOP016A		UEESS00133	
UEENEOP017A		UEERL0008	
UEENEOP018A		UEENEOP010A	
UEENEOP019A		UEENEOP011A	
UEENEOP020A		UEENEOP012A	
UEENEOP007B		UEENEOP013A	
MEM18046		UEENEOP014A	
		UEENEOP015A	
		UEENEOP021A	
		UEENEOP001B	
		MEM18049	
		NREL 1 & 2	

PRIVACY STATEMENT

How we use and disclose your personal information

Energy Safe Victoria (Energy Safe) 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 Energy Safe 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 Energy Safe'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 Energy Safe'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 Energy Safe Privacy Statement.

Signed by applicant

Sign here	Date
-----------	------

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

NOTE:

The restricted electrical worker’s licence, does not provide for the installation of electrical wiring or equipment, however it does entitle the holder to restricted electrical installation work of a class prescribed in Schedule 1 of the [Electricity Safety \(Registration and Licensing\) Regulations 2020](#).

CHECKLIST

Please tick box

Have you:	Yes	No
Completed the application in full?	<input type="checkbox"/>	<input type="checkbox"/>
Attached a copy of the registration/licence details from Interstate if applying under Australian Mutual Recognition Act or if applying from New Zealand under Trans Tasman Mutual Recognition Act. (Refer to question 4)	<input type="checkbox"/>	<input type="checkbox"/>
Attached Certificate of Apprenticeship in your trade to support your application. (Refer to question 6)	<input type="checkbox"/>	<input type="checkbox"/>
Attached any qualifications or training certificates relevant to the work you undertake.	<input type="checkbox"/>	<input type="checkbox"/>
Attached a DETAILED letter from your employer or yourself if self employed describing the type of electrical equipment you will be disconnecting and reconnecting, and the requirement for this license in order to perform electrical work which is incidental to your primary function. (Refer to question 9)	<input type="checkbox"/>	<input type="checkbox"/>
Attached any detailed information regarding employer provided training or specific equipment training, relevant to the work you undertake. (Training completed on the job).	<input type="checkbox"/>	<input type="checkbox"/>
Attached evidence of independent practical assessment and Statement of Attainment or current transcript of the unit/s of competence.	<input type="checkbox"/>	<input type="checkbox"/>
For refrigeration, air conditioning, plumbing, gas fitting: Attached copies of the front & back of your VBA Licence or Registration and front & back of your ARCTICK licence - please refer to www.vba.vic.gov.au or www.arctick.org for further details	<input type="checkbox"/>	<input type="checkbox"/>
Provided payment?	<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 a restricted electrical worker’s licence (5 years)

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



LODGEMENT

Email completed application form and supporting documentation with credit card details to: licensing@energysafe.vic.gov.au

For any Licensing & Registration Enquiries
 Phone: 1800 815 721
 Email licensing@energysafe.vic.gov.au

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

Visa

MasterCard

 /

Expiry date

CVV

\$ 694.40

Amount

Credit card number:

Signature: _____

Cardholder’s name: _____
 (Block letters)

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

