

**ENERGY SAFE VICTORIA  
ELECTRICITY SAFETY (INSTALLATIONS) REGULATIONS 1999  
APPLICATION FOR DISCONNECT/RECONNECT  
WORKER'S LICENCE**



Fold >

**RETURN ADDRESS: LICENSING SECTION  
ENERGY SAFE VICTORIA  
PO Box 262, COLLINS STREET WEST  
VICTORIA 8007**

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

Surname of Applicant:			
Given Name(s):			
Residential Address:			
		Postcode:	
Postal Address: (if same as above, write 'AS ABOVE')			
		Postcode:	
Telephone No:	Home: ( )	Bus:	( )
	Fax: ( )	Mobile:	
	E-mail:		

Age:		Date of Birth:	/ /19	For identification purposes only
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<b>Office Use Only</b>				
<u>RECOMMENDATION:</u>				
Employer/self employed letter <input type="checkbox"/>				
Qualifications NREL 1 & 2 <input type="checkbox"/>				
<b>Class</b>				
Restrictions if any:				
Date fee paid	/ /20	Fee paid	\$	Receipt:
Date recommended:	/ /20	Recommended by:		
Date approved:	/ /20	Approved by:		

- 1.**  
**(a)** Please provide details of your primary work (eg. plumber, gas fitter, mechanical fitter, refrigeration mechanic etc.)


- (b)** Description of work you intend to carry out under the Disconnect/Reconnect 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.


**Please tick (✓) appropriate box**

- 2.**  
**(a)** Do you hold or have previously held a Victorian Electrical Worker’s Licence issued by Energy Safe Victoria (ESV)?

**YES**  if YES, complete section below      **NO**  if NO, go to question 2 b)

Licence Class:		Licence No.	
Date of Issue:		Date of Expiry:	

- (b)** Do you hold a current Electrical Worker’s Licence of any grade/class in other State or Territory of Australia or New Zealand?

**YES**  if YES, complete section below      **NO**  if NO, go to question 2 c)

Type of Licence:		Class:		<i>Copy of licence card, front and back to be attached</i>
Issuing Authority:		Licence No:		
Date of Issue:		Date of Expiry:		

- (c)** Do you hold any trade licence/certificate?

**YES**  if YES, complete section below      **NO**  if NO, go to question 3

Licence Name:		Licence No:		<i>Please attach evidence</i>
Issuing Authority:		Date issued:		

**3. Have you served as an apprentice in your trade?**  
Please note a licence cannot be issued if you are still serving an apprenticeship.

**YES**  if YES, complete section below      **NO**  if NO, go to question 4

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

	Please attach evidence of the completion details of apprenticeship

Name of Apprenticeship Employer:			
Employer's Address:			
Date commenced:		Date completed:	

**4. Do you hold the Certificate relating to Disconnection and Reconnection accredited by the National Utilities and Electrotechnology Industry Training Board and satisfactorily completed a practical examination in safely disconnecting and reconnecting electrical equipment, known as NREL 1 and NREL 2?**

**YES**  if YES, please attach evidence      **NO**  if NO, go to question 5

Please attach evidence of completion

**5. Please provide details of present and past employment in your trade to support this application.**

(i)

Name of Present Employer:			
Employer's Address:			
Describe Type of Work:			
Period of Employment	From: / /	To: / /	

(ii)

Name of Any Other Previous Employer(s):			
Employer's Address:			
Describe Type of Work:			
Period of Employment	From: / /	To: / /	

(if insufficient space attach details)

6. 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 section below

**NO**  if NO, go to question 7

(a) Type of Licence and Issuing Authority :

Type of Licence:		Class:	
Issuing Authority:		Lic. No.	

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


(c) Reason for refusal, cancellation or suspension:


7. Have you ever been subject to disciplinary action taken by ESV or other Regulatory Authority relating to causes under section 34 or section 41 of the Electricity Safety Act 1998 or equivalent causes?

**YES**  if YES, complete section below

**NO**  If NO, go to question 8


8. Have you ever been convicted for failing to comply with any part of the Electricity Safety Act 1998 or the Electricity Safety (Installations) Regulations 1999?

**YES**  if YES, complete section below

**NO**  if NO, go to question 9


9. 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, go to question 10


**10.** Have you ever had judgement against you in any proceedings relating to fraudulent conduct, negligence or incompetence in connection with carrying out installation work?

**YES**  if YES, complete section below

**NO**  if NO, go to question 11


**11.** Do you have any physical disabilities that you believe would affect your ability to work safely as an electrical installation worker?

**YES**  if YES, complete section below

**NO**  if NO, go to question 12


**12.** Are you (tick appropriate box)

an employee  Go to (a) below

self-employed  Go to (b) below

**(a) An applicant who is an employee must attach a letter from their employer clearly stating their requirement for the Disconnect/Reconnect Worker’s Licence in order to disconnect/reconnect electrical equipment which is incidental to their primary function.**

**(b) An applicant who is self-employed must attach a written submission clearly stating their requirement for the Disconnect/Reconnect Worker’s Licence in order to disconnect/reconnect electrical equipment which is incidental to their primary function.**

**DECLARATION BY APPLICANT**

**13.** 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.

Signature of applicant:	
Date:	/ /

While every effort is made by this Office to forward renewals prior to their expiry date, it is still your responsibility to make sure your Licence does not expire.

**NOTE:**

- The Disconnect/Reconnect Electrical Worker’s Licence, does not provide for the installation of wiring work, however it does entitles the holder to disconnect/reconnect electrical installation work of a class prescribed in regulation 301(b) if the person is primarily engaged in a work function that-
  - (a) relates to a type of low voltage electrical equipment specified in Schedule 3: and
  - (b) involves electrical installation work that is incidental to the primary work function.

**NOTE: Please allow a period of up to 7 working days, in order to process the application. This applies if all information forwarded is correct, if not, further delays in processing may occur.**

## INFORMATION TO BE PROVIDED WITH YOUR APPLICATION

**Please mark the boxes to indicate that you have included all the required attachments.**

<b>CHECK LIST</b>	Please ✓ box		
	<u>YES</u>	<u>NO</u>	
Completed all details for Disconnect/Reconnect Electrical Workers Licence.	<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 2(b))	<input type="checkbox"/>	<input type="checkbox"/>	
Attached Certificate of Apprenticeship in your Trade to support your application. (Refer to question 3)	<input type="checkbox"/>	<input type="checkbox"/>	
Attached evidence of having satisfactorily completed the NREL 1 and NREL 2 course. (Refer to question 4)	<input type="checkbox"/>	<input type="checkbox"/>	
Attached a letter from your employer or yourself if self employed describing the type of electrical equipment stating the requirement for the Disconnect/Reconnect Worker’s Licence in order to perform electrical work which is incidental to your primary function. (Refer to question 12)	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosed the fee for a Disconnect/Reconnect Worker’s Licence - \$200.00 (cheque, money order or credit card details). Fee maybe subject to change without notice.	<input type="checkbox"/>	<input type="checkbox"/>	
Is application signed and dated? (Refer to question 13)	<input type="checkbox"/>	<input type="checkbox"/>	

### ESV PRIVACY STATEMENT

The *Information Privacy Act 2000* requires Energy Safe Victoria (ESV) to tell you why we collect your personal information.

ESV collects information necessary to enable us to fulfil our functions under the *Electricity Safety Act 1998*, including the monitoring of compliance with the *Electricity Safety Act 1998* and the regulations made under that Act. We ask you to provide your name, address and date of birth for identification purposes. Your address is also required so that we know where to send your licence renewal form at the appropriate time.

ESV may need to disclose your personal information to third parties outside the organisation, such as contracted service providers, mail houses/printers and other government organisations.

You are entitled to ask for access to the personal information that ESV holds about you.



If you have any queries, please contact ESV Privacy Officer on (03) 9203 9700.

**LICENSING OF ELECTRICAL WORKERS SCHEDULE OF FEES**

Application fee for issue of licence for an electrical installation worker \$200.00

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

**METHODS OF PAYMENT**

<b>MAIL</b> 	<b>IN PERSON</b> 
<ul style="list-style-type: none"> <li>• <b>Make cheque or money order payable to the</b> <i>Energy Safe Victoria</i> or</li> <li>• <b>Pay with Credit Card</b> <b>(Bankcard, MasterCard or Visa) complete details below</b></li> <li>• <b>Send application together with relevant attachments along with either a cheque, money order or credit card details to:</b> Licensing Section Energy Safe Victoria PO Box 262 Collins Street West VICTORIA 8007</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Make cheque or money order payable to the</b> <i>Energy Safe Victoria</i> or</li> <li>• <b>Pay with Credit Card</b> <b>(Bankcard, MasterCard or Visa)</b></li> <li>• <b>Present application together with relevant attachments to:</b> Licensing Section Energy Safe Victoria Level 3, Building 2 4 Riverside Quay SOUTHBANK</li> </ul>

**All Licensing Inquiries**  
**Freecall 1800 815 721S**  
**Facsimile (03) 9686 2197**  
  
**ESV website**  
[www.esv.vic.gov.au](http://www.esv.vic.gov.au)

A receipt will not be issued unless requested.

Bankcard 
Mastercard 
Visa 
Expiry Date

Credit Card Number

Signature 
Amount Paid

Cardholder's Name (Block Letters)



**Energy Safe Victoria**  
ABN 27 462 247 657