



LICENCE REINSTATEMENT TYPE  
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## LICENSED ELECTRICAL INSPECTOR REINSTATEMENT APPLICATION FORM

LEI NUMBER   _____  ENERGY SAFE USE ONLY
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**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>MOBILE:</b>		
<b>EMAIL:</b>			

### PREVIOUS VICTORIAN LICENCE DETAILS

<b>Licence Number:</b>		<b>Date of Expiry:</b>	
<b>Classification(s):</b>			

#### Note:

- (1) For all classes of LEI 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. The supporting evidence you will need to provide to request an extension can be viewed [here](#).
- (2) For G Class LEI licences which **expired more than 5 years ago**, evidence of completion of the current [G Class Theory, G Class Practical and Safe Approach assessments](#) are required.
- (3) For M, H and V Class LEI licences which **expired more than 5 years ago**, applicants must be able to demonstrate their qualifications, experience, competency and proficiency in the relevant class.

<b>Class(es) requested</b>	G <input type="checkbox"/>	M <input type="checkbox"/>	H <input type="checkbox"/>	V <input type="checkbox"/>
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**1. Do you hold a current Electrical Worker’s Licence of any grade/class in Victoria?**

**YES**  if YES, complete section below and proceed to question 2      **NO**  if NO, proceed to question 2

Licence Class:

Licence No:

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

**YES**  if YES, complete section below and proceed to question 3      **NO**  if NO, proceed to question 3

Type of licence:

Class:

Issuing authority:

Licence No.

**3. Details of employment in electrical industry to support this application (if any).**

Name of present employer:	<input style="width: 100%; height: 20px;" type="text"/>
Address:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Type of work:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Period of employment	From:    /    /    To:    /    /

Name of past employer:	<input style="width: 100%; height: 20px;" type="text"/>
Address:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Type of work:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Period of employment	From:    /    /    To:    /    /

**4. Have you ever been refused an Electrical Inspector's Licence in Victoria or elsewhere, been disqualified from holding such a licence, or had any such licence held by you been cancelled or suspended for any period of time?**

**YES**  if YES, complete section below and proceed to question 5

**NO**  if NO, proceed to question 5

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


Reason for refusal, disqualification, cancellation or suspension:


**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 six months or more?**

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

**NO**  if NO, proceed to question 6

Details of conviction/s:


**6. In the last 5 years, have you been convicted of a breach of any part of the Electricity Safety Act 1998 or the Electricity Safety (Installations) Regulations or any similar provisions in any prior Act or Regulation?**

**YES**  if YES, complete section below & proceed to next page

**NO**  if NO, proceed to next page

Details of conviction/s and/or provision/s:


**7. 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




**CLASS OF INSPECTOR’S LICENCE APPLIED FOR**

**H CLASS**

**Description:**

Electrical wiring and electrical equipment installed in Hazardous Areas as defined in the SAA Wiring Rules.

**Required attachments:**

- details of on-the-job training with a current H Class Inspector, including at least 10 examples of hazardous electrical inspections.
- Provide copies of the relevant prescribed Certificate of Electrical Safety,
- a supporting reference from the H Class Inspector who provided the training and is willing to attest to your competence.
- any other training or qualifications that you hold in hazardous areas

**Please provide an overview of your experience**


**CLASS OF INSPECTOR'S LICENCE APPLIED FOR**

**V CLASS**

**Description:**

High voltage installations except high voltage wiring and equipment:

- (i) associated with electric discharge lighting systems;
- (ii) associated with X-ray equipment;
- (iii) associated with high frequency equipment;
- (iv) within self contained equipment supplied at low voltage; or
- (v) associated with electric fences intended primarily for the control or containment of animals.

**Required attachments:**

- details of on-the-job training with a current Class V Inspector, including at least 10, examples of high voltage electrical inspections. Please include relevant copies of the prescribed Certificate of Electrical Safety,
- a supporting reference from the Class V Inspector who provided the training and is willing to attest to your competency,
- any other training or qualification evidence relevant to high voltage that you hold.

**Please provide an overview of your experience**




## 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
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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.

**CHECKLIST**

**Please tick box**

<b>Have you:</b>	<b>Yes</b>	<b>No</b>
Completed the application in full?	<input type="checkbox"/>	<input type="checkbox"/>
Attached supporting evidence (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Provided payment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signed and dated the application?</b>	<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)

Energy Safe Website: <https://www.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.

