



Registration application (including optional registration certificate) and associated practising licence application (if required) for Australian applicants holding a **recognised Australian licence**.

## Guidance notes

What you need:

- › Before you apply please make sure you have a licence that we can recognise; the agreement we have only covers current licences issued by [Australian State Licensing Authorities](#).

### ■ DO YOU MEET THE CRITERIA OF FIT & PROPER PERSON?

The Board must be satisfied that an applicant is a “Fit & Proper” person to be registered. If you are in doubt whether you are “Fit & Proper” then go to this [Policy Document](#) on our website.

If you think you might not meet the Board’s criteria then please complete this form and submit it with the appropriate tick. A licensing officer will be in contact to discuss your circumstances. Note the Board has the discretion to licence a person who does not meet the criteria if they are able to show that they are a “Fit and Proper” person to hold a licence.

### ■ HAVE YOU COMPLETED A NEW ZEALAND COMPETENCE PROGRAMME?

This should be run by a [Board Approved Provider](#) and be no more than two years old. Please provide physical evidence of completion of an EWRB approved Competence Programme as your Provider may not be able to enter this information into our system until after you have applied for this licence.

### ■ PASSPORT PAGE

The Board will require a certified copy of the personal identity page of your passport to confirm your identity.

### ■ COPY OF YOUR CURRENT AUSTRALIAN LICENCE(S)

Please submit a certified photocopy of both sides of your current Australian licence or licences.

### ■ HAVE YOU SUPPLIED A PHOTO FOR YOUR ID CARD? OR IS THIS ALREADY ON FILE?

To ensure that every ID card is produced to a high standard, images submitted with your application must be:

- › a face, head and shoulders shot, looking directly at the camera and less than six months old;
- › no sunglasses, or glasses with tinted lenses that obscure your eyes;
- › 3:4 – width to height ratio, in full colour;
- › between 50KB and 5MB in size (or printed image for paper applications).

The Board may also refuse photographs which are not of adequate quality or are composed in a way that is unsuitable for use on an ID card.

## Important notes

1. On the cover page of this application form is a date of issue. Please check you are using the latest application form before continuing as old applications forms will not be accepted. Check [www.ewrb.govt.nz](http://www.ewrb.govt.nz) for the latest version of all forms.
2. You must complete all sections of this application form. Please read through the whole application form including the guidance notes before you start. This will give you a clear idea of what you need to provide.
3. Some of the information you provide will be displayed on the [Public Register of Electrical Workers](#). This will be your full name, your class of registration, whether or not you are licensed and any limitations that exist on your registration. The district in which you live will also be included.

4. A checklist is provided at the back of the application form. Work through the checklist to ensure that you have answered all questions and submitted all necessary supporting documents. Complete the checklist before you submit your application for a licence.
5. All documents must be certified copies. A certified copy is a photocopy of the original document, witnessed by a person who is authorised to witness a statutory declaration. Do not send original documents.
6. When you have completed your application please scan and submit your application via the Board's website [www.ewrb.govt.nz/ttmra](http://www.ewrb.govt.nz/ttmra). Note applications mailed to the Board's postal address take longer to receive and process.
7. Please do not email your application or courier it to the postal address as this may cause a delay in lodging your application.

#### ■ CONTACT DETAILS FOR THE EWRB

Freephone (New Zealand only): 0800 66 1000

Phone (outside New Zealand): +64 3 943 4254

Email: [info@ewrb.govt.nz](mailto:info@ewrb.govt.nz) (general enquiries)

Website: [www.ewrb.govt.nz](http://www.ewrb.govt.nz)

Please submit this application form via the Board's website [www.ewrb.govt.nz/ttmra](http://www.ewrb.govt.nz/ttmra).

#### Postal

EWRB

PO Box 10156

Wellington 6143

New Zealand

#### Courier

EWRB – c/- MBIE (OLT)

15 Stout Street

Wellington 6011

New Zealand

## Privacy notice

The information you provide on this form is required, or requested, pursuant to the Electricity Act 1992. All personal information submitted with this application form will be kept and maintained by the Registrar of Electrical Workers in accordance with the Privacy Act 1993.

The personal information provided will be used:

- › to determine whether your application for registration may be approved and in connection with auditing complaints and disciplinary processes;
- › for the maintenance and administration of the public register of electrical workers;
- › for the maintenance and administration of the electrical workers registration regime.

Personal information may be disclosed by the Registrar of Electrical Workers in certain circumstances as authorised by the Electricity Act 1992, another Act or as permitted by the Privacy Act 1993.

You have the right to access, and request correction to, any personal information about you that is held by the Registrar of Electrical Workers.



Please see the back of the form for additional information.  
Please print clearly in black or blue pen and complete all required sections of the form.

EW Number

**PERSONAL DETAILS**

Last Name		Street Address	
First Name			
Middle Name(s)		Postcode	
Preferred Name		Postal Address (if different)	
Date of Birth	/	/	
Email		Postcode	
Home Phone	Work	Mobile	

**WHAT ELECTRICAL CLASS YOU ARE APPLYING FOR (select one only)**

Electrical Service Technician	Electrical Installer	Electrician	Electrician – Endorsed Mining
Transmission Line Mechanic	Traction Line Mechanic	Distribution Line Mechanic	Cable Jointer

**Please specify what you are applying for (you may select all three)**

Registration	Registration certificate	Practising Licence
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If you are applying for registration for the first time but do not require a practising licence you MUST explain why a practising licence is not required at this time:

**AUSTRALIAN LICENCE(S)**

**I hold the following Australian licence(s)**

Type of licence	Licence number	Issued by (name of Licensing Authority and State/Territory)	Conditions of licence (if any)
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**DOCUMENTS SUPPORTING THIS APPLICATION**

I am supplying a copy of my current Australian licence      I am also supplying Employer’s references\*

\* To support a Mining Endorsement application

**FIT AND PROPER PERSON**

All persons who apply for registration or a practising licence must satisfy the Board that they are a fit and proper person. See the guidance notes for more information. Are you a Fit and Proper person? Please tick yes or no below.

Yes, I meet the Board’s criteria for fit and proper person to hold a practising licence.

No, I may not meet the Board’s criteria for fit and proper person to hold a practising licence. Please get a licensing officer to contact me to discuss my situation.

**ID CARD PHOTO**

**Note: All practising licences must display a photo of the licence holder.**

The attached photo is a true and correct likeness of me. It meets all the criteria in the guidance notes.

I have already provided my practising licence photo to the Registrar.

Tick this box if you want your photo to be available to people searching the Register of Electrical Workers.

## COMPETENCE PROGRAMME

**A competence programme must be completed to enable a practising licence to be issued (this must be carried out by an Electrical Workers Registration Board approved provider as listed on the Board's website).**

Please provide evidence of completion of an EWRB approved Competence Programme as your Provider may not be able to enter this information into our system until after you have applied for this licence.

Name of competence programme provider

Date completed        /        /

I am supplying evidence of my Competence Programme completion

## CHECKLIST

**Have you:**

**Fully filled in this application form (ie. Fit and Proper?)**

Supplied a photo for your licence card?

Completed payment information (overleaf)

Completed required Competence Programme in the last 2 years?

Attached employer references if required – are they signed and do they have plenty of detail regarding your work?

Attached certified copies of your passport identity page?

Attached a certified copy of your Australian licence(s)?

**Please send certified copies only of references and/or qualifications, not original documents.**

## DECLARATION

I certify that the information  
I have provided is true and correct.

Signature

Date        /        /

This page will be detached once payment is made and before uploading for assessment.

## PAYMENT OF FEES

We do not accept purchase orders or cash or postal notes. The EWRB does not issue invoices for payment.

The fee payable for registration is \$350. If a registration certificate is required the certificate fee is \$75.

The fee payable for a practising licence is \$250. Practising licenses are valid for two years.

Use this table to calculate the fee owed:

Registration	\$350.00
Certificate (optional)	\$75.00
Practising licence fee	\$250.00
TOTAL	

A practising licence fee MUST be paid unless you already have a practising licence for a currently held registration or you have a valid reason for not requiring a practising licence. You must advise us if the latter case applies.

## CREDIT CARD INFORMATION

<b>Type</b>	<b>Full Name of Cardholder</b>		
MasterCard                      Visa                      Amex			
<b>Credit Card number</b>	<b>Signature of Cardholder</b>		
	<input type="text"/>		
<b>Expiry Date</b>	<b>Amount</b>		
/			

Please complete the following if your application is being paid by another party/employer and they require a receipt.

Name/company

Email address for receipt to be sent

Please tick if **you** require a receipt

Please scan and submit this form via the Board's website  
[www.e wrb.govt.nz/ttmra](http://www.e wrb.govt.nz/ttmra)

Alternatively applications can be posted to the Electrical Workers Registration Board, PO Box 10156, Wellington 6143, New Zealand

[New Zealand Government](http://www.govt.nz)

For more help, call our helpline on 0800 661 000 between 8am and 5pm Monday to Friday or email [info@ewrb.govt.nz](mailto:info@ewrb.govt.nz).

**Privacy Notice:** Any personal information submitted on this application will be kept and maintained by the Electrical Workers Licensing Group ("the EWLG") in accordance with the New Zealand Privacy Act 1993. Personal information submitted will be used by the EWLG for determining whether applications for registration as an electrical worker or practising licences may be granted, and for the maintenance and administration of the Electrical Workers Register. You may request access to see any information held about you and where that information is inaccurate, ask for it to be corrected.