



**USE THIS FORM IF AN ON-LINE APPLICATION IS NOT POSSIBLE**

OCTOBER 2023

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.

### ■ PAYMENT

If you are a New Zealand Tax resident, payment of New Zealand's goods and services tax (GST) is mandatory. However, if you are not a New Zealand, you are exempt from this payment. The GST amount is 15% and applies to all fees. On the payment page, you should make a declaration as to whether or not you are a New Zealand tax resident.

## 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. You must also complete the Statutory Declaration section of this application and sign in front of a Justice of the Peace or person authorised to take an Oath. This same person should certify your copied documents ie. Proof of ID and Australian Licence.
4. 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.
5. 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.
6. 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.
8. Please do not email your application or courier it to the postal address as this may cause a delay in lodging your application.

### Postal

EWRB  
PO Box 1473  
Wellington 6140  
New Zealand

### Courier

EWRB – c/- MBIE  
15 Stout Street  
Wellington 6011  
New Zealand

### Please note:

Courier deliveries are forwarded to our processing centre so a delay does occur at this point.

## ■ CONTACT DETAILS FOR THE EWRB

Freephone (New Zealand only): 0800 66 1000  
Phone (outside New Zealand): +64 4 473 2395  
Website: [www.ewrb.govt.nz](http://www.ewrb.govt.nz)

## 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 2020.

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 2020.

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

# Trans-Tasman Mutual Recognition Act 1997

## Section 19 Notice

Please complete, sign and date this notice in the presence of a person authorised to take statutory declarations in the country in which you reside. **That person must also certify the attachments you submit with your application.**

Please note you must select an option under points 3 and 7 below (*and delete the other*).

I, (full name of applicant)

\_\_\_\_\_

of (address)

\_\_\_\_\_

occupation

\_\_\_\_\_

hereby apply for registration and/or licence in New Zealand in accordance with the Trans-Tasman mutual recognition principle in relation to occupations, and do solemnly and sincerely declare the following in support of my application:

1. To the best of my knowledge all the details in this Notice and the associated application and its supporting documents are true and correct.
2. I am currently a registered/licensed \_\_\_\_\_ in Australia.
3. My attached registration page from the \_\_\_\_\_ website is current and accurate.

**OR**

The attached certified copy of my Australian licence is current and accurate.

4. I do not hold any other licence or registration that precludes me from holding the registration I am applying for.
5. My registration/licence as a \_\_\_\_\_ has not been cancelled nor is it currently suspended in Australia as a result of any disciplinary action.
6. I have not been personally prohibited from operating in my trade nor am I subject to any special conditions as a result of criminal, civil or disciplinary proceedings relating to my registration/licence.
7. Special Conditions (*delete one*)

There are no special conditions that apply to me.

**OR**

The attached special conditions apply to me as a registered/licensed \_\_\_\_\_

8. I am not the subject of any disciplinary proceedings in Australia or New Zealand relating to my registration/licence.
9. I am not the subject of any preliminary investigations or action that might lead to disciplinary proceedings in Australia or New Zealand relating to my registration/licence.
10. I understand that if my application or documents submitted to support my application are found to be forged, false or altered, my registration/licence will be refused or cancelled and the appropriate authorities notified.
11. I give authorisation to the Registrar to make inquiries of and to exchange information with the relevant authorities in Australia or New Zealand regarding my activity as a registered/licensed \_\_\_\_\_.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the **Oaths and Declarations Act 1957**.

**Declaration**

Declared at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of applicant

\_\_\_\_\_

Before me *(signature of person before whom declaration is made)*

\_\_\_\_\_

Print full name *(name of authorised person)*

\_\_\_\_\_

Title of authorised person *(as defined in the Oaths and Declarations Act 1957)*

\_\_\_\_\_



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	Cable Joiner
Transmission Line Mechanic	Traction Line Mechanic	Distribution Line Mechanic	

### 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

## FIT AND PROPER PERSON

All persons who apply for renewal of a practising licence must satisfy the Board that they are a fit and proper person to hold a practising licence. The Board's rules for administration of this requirement are published on its website at [www.ewrb.govt.nz/assets/documents/rules-of-the-board/fit-and-proper-persons-rules.pdf](http://www.ewrb.govt.nz/assets/documents/rules-of-the-board/fit-and-proper-persons-rules.pdf) or call us on 0800 661 000 for clarification.

If you think you might not be meet the Board's criteria then please complete this form and submit it. A licensing officer will be in contact to discuss your circumstances. Note the Board has a 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.

Yes No (must tick yes or no)

Have you ever been refused or disqualified from holding an electrical registration or electrical licence in New Zealand or any other country?

Have you ever had an electrical registration or electrical licence cancelled or suspended in New Zealand or any other country?

Have you ever had any registration or licence in another regulated industry suspended or cancelled in New Zealand or any other country, for example an engineering registration or certificate?

Have you ever had a fine and/or costs imposed on you under the Act or the Electricity (Safety) Regulations 2010 for which payment is still outstanding?

Have you ever been issued with an infringement notice under the Act for which the infringement fee is still outstanding?

Have you ever been convicted of a criminal offence punishable by more than six months imprisonment in the last ten years in New Zealand or any other jurisdiction?

Have you ever had any criminal charges punishable by more than six months imprisonment pending in New Zealand or any other jurisdiction?

Is there anything else that you have done which may impact on you being deemed a fit and proper person?

If you have answered "yes" to any of the previous questions one of the Licensing Team will contact you to discuss your individual circumstances.

## 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 completed 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 certified copies of your passport identity page?

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

Filled in the attached Statutory Declaration and signed in front of a JP or person authorised to take Oaths?

**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        /        /

PAYMENT OF FEES

We do not accept cash or cheques. 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:

		Fee excl. of GST for Non-NZ Tax residents
Registration	\$350.00	\$304.35
Certificate (optional)	\$75.00	\$65.22
Practising licence fee	\$250.00	\$217.39
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.

I am a New Zealand tax resident and the amount charged to my credit card includes GST.  
I am not a New Zealand tax resident and the amount charged to my credit card does not include GST.

CREDIT CARD INFORMATION

Type	Full Name of Cardholder		
MasterCard	Visa		
Credit Card number	Signature of Cardholder		
Expiry Date	CVC	Amount	
/			

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 return this form with payment to: Electrical Workers Registration Board,  
PO Box 1473, Wellington 6140, New Zealand



Te Kāwanatanga o Aotearoa  
New Zealand Government

For more help, call our helpline on 0800 661 000 between 8.30am and 5pm Monday to Friday.