

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

OCTOBER 2021

Practising licence application.

This application form is for renewal of a practising licence or application of a practising licence when an on-line application is not possible.

You must have an active registration to be eligible to hold a practising licence.

## Guidance notes

What you need:

- › Before you apply make sure you meet the criteria below for holding a practising licence.

## Competence Programme completion

Ensure that you have completed a Competence Programme in the last two years. If it has expired, you will not be issued a practising licence.

### ■ 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 for a "Fit & Proper" person, then please complete this form and submit it with the appropriate tick on the application form. 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 registration.

### ■ HAVE YOU COMPLETED 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. You may also have a contact email and/or phone number included if you wish. Please indicate on the form if you wish these to be displayed as well.
4. A checklist is provided at the back of the application form. Work through the checklist to ensure that you have met the requirements for a practising licence. Complete the checklist before you submit your application for a licence.
5. When you have completed your application please send to either of the addresses below.

## ■ CONTACT DETAILS FOR THE EWRB

### Postal

EWRB  
PO Box 10156  
Wellington 6143  
New Zealand

### Courier

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

Freephone (New Zealand only): 0800 66 1000

Phone (outside New Zealand): +64 4 473 2395

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/nz-application](http://www.ewrb.govt.nz/nz-application).

## 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.



## Save time and apply online

You can apply for your practising licence online at [ewrb.govt.nz](http://ewrb.govt.nz)

Practising licenses cost \$125.00 per year of term

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 or Registration Number

### PERSONAL DETAILS

Last Name		Email	
First Name		Postal Address	
Middle Name			
Preferred Name			
Date of Birth	/	/	Postcode
Home Phone	Work	Mobile	
Please tick if you wish to have your email on the public register			
Phone number you would like on the public register			

### PRACTISING LICENCE

Yes, I wish to apply for a Practising Licence.

No Practising licence required at this time. Please state reason:

Retired

Working in other industry

Other (please specify)

No Practising Licence required and please remove me from the Register of Electrical Workers.

I certify that my competency training is up to date (you must tick this box to apply for a licence). **Please do not send in this form unless your competency training is up to date. If not, please contact your nearest approved training provider. A list of providers is published at [www.ewrb.govt.nz](http://www.ewrb.govt.nz)**

### ID CARD PHOTO

Note: All ID Cards issued must display a photo of the licence holder. If you would like to change the photo currently on your licence, you can submit a new one.

The attached photograph is a true and correct likeness of me. It meets all the criteria in the checklist overleaf.

I have already provided my ID Card photo to the Registrar.

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

### 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.

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?

Have you ever done any other thing which may impact on you being a fit and proper person?

If you have answered "yes" to any of the previous questions or if you are unsure whether you need to declare your history, please tick this box. You will then be contacted to discuss your individual circumstances with a Licensing Officer confidentially.

## DECLARATION

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

Signature

Date

/

/

## CHECKLIST

Have you completed the form in full?

Have you signed the declaration?

Does your passport standard photograph meet the following criteria?

- › A face, head and shoulders shot, looking directly at the camera and less than 6 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).

Have you enclosed payment of the Practising Licence fee?

- › If your employer is paying on your behalf, payment must still accompany this application.
- › If you are paying by cheque, please check that you have signed it.
- › If you are paying by credit card, please check that you have entered the card type, number and expiry date correctly.
- › Your bank requires you to sign the credit card panel separately.

## PAYMENT FOR PRACTISING LICENCE FEE OF \$250.00 (includes GST) WE DO NOT ACCEPT PURCHASE ORDERS, CASH OR POSTAL NOTES

I have made my payment of \$250.00 by:

Credit card or debit card (card information completed below)

## CREDIT OR DEBIT CARD INFORMATION

Type

MasterCard

Visa

Amex

Full Name of Cardholder

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 10156, Wellington 6143, New Zealand**

**New Zealand Government**

For more help, call our helpline on 0800 661 000 between 8 am and 5 pm Monday to Friday.

**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 2020. 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.