

COES APPLICATION FORM

APPLICANT IDENTIFICATION			
Name:		Surname:	
Phone number:		Email:	
Postal Address (Number / Street name):			
Suburb / Town:		State:	Postcode:
Applicant's relationship to property: <small>NOTE: LEIW = Licensed Electrical Installation Worker REC = Registered Electrical Contractor</small>		Customer of LEIW/REC: <input type="checkbox"/>	Occupant / tenant: <input type="checkbox"/>
		Owner of property: <input type="checkbox"/>	Authorised agent: <input type="checkbox"/>

ADDRESS OF PREMISES IN WHICH ELECTRICAL INSTALLATION WORK WAS CARRIED OUT			
Lot:	Street name/no.:		Suburb / Town:
Postcode:	Certificate of Electrical Safety (COES) number*:		

ADDITIONAL INFORMATION IF COES NUMBER UNKNOWN			
Date electrical installation work completed (or estimate if unsure):			
LEIW Name:		LEIW licence number:	
REC Business Name:		REC registration number:	
Phone number of LEIW/REC:			
Email address of LEIW/REC:			
Address of LEIW/REC – Number / Street name:			
Suburb / Town:		State:	Postcode:

DECLARATION OF INTERESTED PERSON	
<p>I declare that I am the customer of the electrical contractor that completed the work covered by this COES, the owner or occupant of the property, or an authorised agent acting on their behalf. <u>I have attached evidence of this**</u>. The information that I have provided is true and correct and may be made available to ESV employees, including personal details such as name, addresses and phone numbers for the purpose of processing this application. I am aware that providing false or misleading information is an offence under Section 148 of the <i>Electricity Safety Act 1998</i> and doing so may result in a substantial fine.</p>	
Signature	Date

* NOTE: You may have the ability to request this information from the following sources:

- The LEIW or REC responsible for the work – if known.
- Your electricity retailer or relevant electricity distribution business - where the certificate is 'prescribed' and used for the purpose of connection to supply.

A business may apply a charge for the service of locating and providing a COES number or a copy of the record. This is not within the jurisdiction of ESV to address.

***NOTE: To validate yourself as an 'interested person' with a legitimate relationship to the property, you must attach a copy of a council rates or utilities notice, or other equivalent document, such as a Victorian driver's licence, showing your name and current address. If you are an authorised agent, you must also attach evidence of this authorisation. If you are the customer of the electrician, but are not the owner or occupant, please provide a copy of the invoice for the work or other evidence of the contractual relationship between you and the electrician.*

Please print out this form, complete it and send it to:

Email: coes@energysafe.vic.gov.au

Fax: (03) 9686 2197

Post: Energy Safe Victoria

COES Application Form

PO Box 262

COLLINS STREET WEST VIC 8007