



## Electrical Workers and Contractors Licensing Board NORTHERN TERRITORY

## Form 4 Guidelines

### Guidelines for Individuals applying for Electrical Contractor Licences

These guidelines are provided to assist individuals making application for an Electrical Contractors Licence. Please read them to ensure the form is completed correctly. Use the Supporting Documents Checklist on the application form to ensure you have supplied the required evidence in support of your Application. It is your responsibility to ensure your application meets the eligibility requirements before submission. Please ensure you have supplied all of the information requested on the application form. Incomplete applications will be returned to you for resubmission.

**Please note the application fee is not refundable.**

An electrical contractor licence is issued for a period of one year. It is the electrical contractor's responsibility to continue meeting the eligibility requirements of the licence during its term.

#### **Applicant details:**

An electrical contractor licence can only be held by an individual, a partnership, a company or an association. If you wish to apply as a partnership or company please refer to Form 5 and associated guidelines. An electrical contractor licence can be issued to a trustee of a trust but not a trust. A trustee will be required to satisfy the relevant eligibility requirements.

If your business uses a trading name, the name must be registered with ASIC and a Business Name Summary showing ownership and currency of this registration should accompany the application.

If you wish to change your business status to a Company, you **MUST** have the name on your Contractor Licence changed as well, by lodging either a Form 5 or Form 13.

#### **Nominees:**

As an individual, you **must** be eligible to hold an electrical contractor's licence in your own right must meet the following requirements:

- (a) hold a current Northern Territory 'A' Grade Electrical Mechanics Licence;
- (b) demonstrate that he/she has been the holder of such a licence or equivalent for at least 2 years;
- (c) demonstrate experience in the trade to this effect\*, and
- (d) successfully undertake the Board's approved contractors examination, or have been a technical nominee on a contractor licence within the last 3 years.
- (e) provide a copy of photographic identification.

*\* This can be in the form of a Statutory Declaration from your supervisor stating works carried out, or a minimum of 6 Certificates of Compliance (CoCs) showing various works over a period of 2 years. Electrical trainers and teachers who provide training that includes the Wiring Rules and not just Electrical Principles, may document this in lieu of the above.*

A person can only be a nominee on one contractor licence.

Following are the units of competency for the approved contractor course in the NT:

- UEENEEG175A – Develop Compliance Policies and Plans to Conduct an Electrical Contracting Business
- UEENEEG197A – Apply currency of safe working practices and compliance verification of electrical installations

All persons who wish to become nominees on contractor licences or hold their own licence would need to complete both units. RPL is not applicable.

Course requirements applicable to contractor licences in the other states/territory will not be accepted in lieu of the above. However, if you hold a current electrical contractor licence in another state, you may apply for mutual recognition on Form 8. This is applicable to individuals only.

### **Responsibilities of Nominees:**

All electrical work must be performed or supervised by a nominee. It is the nominee's responsibility to ensure all electrical work is carried out in compliance with current NT legislation and Australian Standards.

### **Legislative Compliance and Certification:**

All electrical work in the Northern Territory is required to be performed and certified via a Certificate of Compliance in accordance with the *Electrical Reform Act*, the Wiring Rules (AS3000) and the requirements of the infrastructure operator (e.g.: Power and Water Corporation).

The Electrical Safety Officers of NT WorkSafe may be contacted for assistance and advice regarding the requirements of the *Electricity Reform Act*, inspection and testing of electrical installations and interpretation of the Wiring Rules (AS3000).

The relevant infrastructure operator should be contacted for any negotiations or arrangements regarding metering and servicing, Service payments, connections to new premises, changeovers and shutdowns etc. Power and Water Corporation provides (on application), details of its requirements in its publication entitled "Installation Rules".

An applicant for an Electrical Contractors Licence shall be required to acknowledge an awareness of requirements that all electrical work in the Territory performed by the contractor, or his employees, must be in compliance with the *Electricity Reform Act*, the Wiring Rules (AS3000) and PAWC requirements.

### **Endorsement of Workers Licence:**

The *Electrical Workers and Contractors Act*, provides that an electrical worker who is nominated to an electrical contractors licence shall have his electrical workers licence endorsed to that effect by the Board.

An updated worker licence will be forwarded to approved nominees once the application for a contractor licence is approved.

### **Expired licences:**

Be aware any work performed whilst a licence has expired is unlicensed work. If your licence renewal is not lodged with the Board before the expiry date, then you are unlicensed.

Although renewal reminder notices are posted out as a courtesy, it is still your responsibility to ensure that your licence is renewed. A claim that a renewal notice was not received is no excuse for not renewing on time.

Working while unlicensed can result in disciplinary action by the Licensing Board.

### **Automatic Suspension of Licence:**

The A Grade worker licence of the nominee for the contractor needs to be current to ensure the contractor licence remains valid.

### Contractor Examinations:

All expenses associated with the training and exam is the responsibility of the applicant.

Further information regarding training is available through Board approved training providers.

### Board approved Training Providers:

<b>Charles Darwin University</b> Electrotechnology Faculty DARWIN Ph: (08) 8946 7505 ALICE SPRINGS Ph: (08) 8959 5208	<b>Skill Build</b> 16/41 Sadgroves Crescent WINNELLIE NT 0820 Ph: 1800 059 170 Email: <a href="mailto:training@SkillBuild.edu.au">training@SkillBuild.edu.au</a> Web: <a href="http://www.skillbuildtraining.com.au">www.skillbuildtraining.com.au</a>
--	---

### Extract of Employees Register:

#### Obligation

Section 50B of the *Electrical Workers and Contractors Act* places an obligation on employers, including electrical contractors to maintain a register of all Electrical Workers – including Restricted Licence holders, Apprentices and Permit Holders – employed by the business.

#### What is a register?

The Board defines a register as a written or electronic record of details of all electrical workers employed by the contractor. Publication 11 sets out all the details required in this register. Sample worker register is available on the Board's website.

The register is required to be maintained by the contractor as a record of all electrical workers, employed by the business and must be retained for the same period as other business records such as tax records.

The register may also help businesses avoid employing unlicensed persons, or asking workers to undertake jobs for which they are not qualified – circumstances which can have serious legal consequences.

#### Fees:

The prescribed fee required to accompany an application for Electrical Contractor Licence is published on the Board's website and is **not refundable**.

#### Further reading:

Further reading to assist you in understanding your obligations:

Publication 03	Definition of electrical contracting
Publication 08	Evidencing of skills maintenance for electrical workers
Publication 11	Employer to maintain a register of electrical workers