



Electrical Workers and Contractors Licensing Board NORTHERN TERRITORY

Notification of Contact Details Change >

Guidelines and Application Form CONTACT DETAILS CHANGE of Electrical Licence or Registration Card Holders

These Guidelines and Application Form are provided to assist persons making application for Contact Details Change of Electrical Licence or Registration Card Holders.

You must lodge this application UPON change of any contact details. This will allow you to receive renewal applications and any communications.

The package contains:

- > Guidelines and information about Electrical Workers Licences
- > Application Form

Before making application for Contact Details Change of Electrical Licence or Registration Card Holders, please read the Guidelines provided to ensure that you complete the form with all details.

NOTE: It is important that you supply all the requested information required in this Form. Please note that incomplete details will not ensure you continue to receive any communications notices and/or Renewal Forms in order to lodge a renewal application before the expiry of your Electrical Licence/Card. You should lodge a change of Details within 10 working days of any changes. If you fail to supply the information within this time or should you make these changes within 60 days of your Electrical Licence expiry date you may not receive your courtesy renewal application. You may request a renewal application before the expiry date of your Licence. There is no application fee attached to this option.

Privacy Information:

The Electrical Workers and Contractors Licensing Board, under the [Electrical Workers and Contractors Act](#) collect the information on this form, or otherwise provided by you, to process your application for licence. Failure to provide the information in full or in part may result in your renewal application not being mailed to you in time for a renewal before expiry.

Some of the personal information provided by you will be made publicly available, including through the Internet, as part of a Public Register.

Any personal information provided can be subsequently accessed by you on request. If you have any queries please contact the Electrical Workers and Contractors Licensing Board on 8981 5435.

Lodgement Information

Lodgement in Person. At **EW&CLB office** C/- NT Build, 32-32/12 Charlton Court, Woolner NT
or at **Building Advisory Services Branch**, Ground Floor, 38 Cavenagh Street, Darwin
or at a **TERRITORY BUSINESS CENTRE** near you:

DARWIN	ALICE SPRINGS	KATHERINE	TENNANT CREEK
Ground Floor	Peter Sitzler Building	Shop 1	Shop 2
Development House	67 North Stuart Hwy	Randazzo Building	Barkly House
76 The Esplanade		18 Katherine Terrace	Cnr Davidson Street

(a) Lodgement By Mail:

Electrical Workers and Contractors Licensing Board
GPO Box 1680, Darwin NT 0801

(b) Contact Details:

Address: C/- NT Build, 32-32/12 Charlton Court, Woolner NT 0820
Phone: (08) 8981 5435 or 8923 9307 Email: electrical.licensing@nt.gov.au

Requirements:

For the full requirements of the Act and Regulations for the issue of all Licences and Permits see the [Electrical Workers and Contractors Act](#) and [Regulations](#). These can be purchased from the NT Government Printing Office on telephone: (08) 8999 4031 or accessed on the Board's website: www.electricallicensing.nt.gov.au

Expired licences:

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

An expired licence cannot be renewed. A new full application must be lodged for its re-issue.

Although renewal reminder notices are posted out as a courtesy, it is still your responsibility to ensure that your licence is renewed. Any claims that a renewal notice was not received are not excuses for not renewing on time.

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

As a courtesy renewal forms are sent out approximately one month prior to when your licence is due to expire. Renewal Applications are not available on the website. It is your duty to keep your details updated with Electrical Licensing.

If you do not receive a courtesy renewal application form please contact the Board's Office:

Phone: (08) 8981 5435 or 8923 9307
Facsimile: (08) 8923 9318

Email: electrical.licensing@nt.gov.au
Website: www.electricallicensing.nt.gov.au

Application Form:

The application form must be completed in full and all relevant attachments included.

Further reading – to assist you in understanding your obligations

Publication 01	Requirements to hold NT licence
Publication 02	Scope of work that may be undertaken by electrical fitters and electrical mechanics
Publication 03	Definition of electrical contracting
Publication 04	How to change or add new nominees to your contractor licence
Publication 05	Unlicensed electrical installation work
Publication 06	Inspection, testing and tagging electrical equipment
Publication 07	Gaining electrical mechanic endorsement
Publication 08	Evidencing of skills maintenance for electrical workers
Publication 09	Electronic profiling for apprentices
Publication 10	Requirements for the supervision of registered apprentices
Publication 11	Employer to maintain a register of electrical workers
Publication 12	Guide to range and scope of work experience for apprentices
Publication 13	Information for overseas workers wishing to gain an electrical workers licence
Publication 14	Information for electrical contractors
Publication 15	Information for electrical workers



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This form must be lodge within 10 days of any changes of your Contact Details.

Pursuant to Section 40 of the Act, the following information is required:

Licence details	
Licence Or Registration Card DETAILS	- Electrical Workers Licence Number A ENDORSEMENT/S: <input type="checkbox"/> Electrical Mechanic <input type="checkbox"/> Electrical Fitter <input type="checkbox"/> Electrical Linesman <input type="checkbox"/> Electrical Cablejoiner
	- Electrical Contractors Licence C TYPE: <input type="checkbox"/> Electrical Sole Trader Contractor <input type="checkbox"/> Electrical Contractor Company <input type="checkbox"/> Electrical Contractor Partnership / Association <input type="checkbox"/> Electrical Contractor other
	- Restricted Electrical Workers Licence R ENDORSEMENTS/CATEGORIES: <input type="checkbox"/> Refrigeration & Airconditioning Equipment Mechanic <input type="checkbox"/> Instrumentation and Control Equipment <input type="checkbox"/> Pre-assembled Neon Signs <input type="checkbox"/> Water Plumbing <input type="checkbox"/> Gas Equipment <input type="checkbox"/> Specialized Commercial/Industrial Equipment <input type="checkbox"/> Explosion Protection Equipment <input type="checkbox"/> Disconnection Reconnection (Basic) <input type="checkbox"/> Self Propelled High-voltage Earthmoving Equipment <input type="checkbox"/> Plug and Cord Connected Equipment <input type="checkbox"/> Domestic Appliances and Equipment
	- Apprentice Registration Card Number <input type="checkbox"/> Apprentice Systems Electrician <input type="checkbox"/> Apprentice Refrigeration & Airconditioning Equipment <input type="checkbox"/> Apprentice Electronics Technician
	Workers Permit
	EXPIRY DATE of Licence/Card/Permit/...../20..... <div style="text-align: right;">Day Month Year</div>

Personal Details	
Please provide Complete details	Applicant Details: Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) Surname: Given Names: Date of Birth:
Business Details Complete IF applicable	Applicant Details Trading Names: Company Name:
Current business address (must be completed)	Business Address: Suburb or Town: State: Post Code:
Current residential address (must be completed)	Residential Address: Suburb or Town: State: Post Code:
If the same as above, write "AS ABOVE"	Postal Address: Suburb or Town: State: Post Code:
Provide CURRENT contact details	Contact Details: Work Phone: Home Phone: Mobile Phone: Facsimile: Email:

You may be required to supply further documentation to confirm any changes to your contact details

Declaration
<p>I declare that the information contained in this application and all attachments is true and correct to the best of my knowledge.</p> <p>All accompanying documents evidencing my existing registration is the original or a complete and accurate copy of the original.</p> <p>DECLARED at (Place) : in the (State) of Australia</p> <p>Signature (of Declarant): Date:</p> <p>Before me (Signature of Witness):</p>

For Office Use Only

Date: Received by:

Updated by: Comments:

FEE: NO FEE is attached to this option