



## **Guidelines for Variation of an Electrical Contractor Licence**

These guidelines are provided to assist with the application for variation of the details of a current electrical contractor 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 may 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.

If you wish to change the nominee on your contractor licence or add a nominee, you may do so by lodging Form 11.

### **Types of Variation:**

1. Change of Status - Sole trader changes to partnership: Lodge Form 13 with evidence of partnership in the form of business name registration in the name of the partnership.
2. Change of Status – Sole trader changes to company: Lodge Form 13 with ASIC extract for the company. The sole trader must be the nominee for the company.
3. Change of Company Name: If the company has undergone a change of name without changing any other details such as ACN, Office bearers, etc. lodge Form 13 with a current ASIC extract showing the name change.
4. Change of Company Name: If the company has undergone a change of name as well as changing other details such as ACN, etc., then DO NOT lodge Form 13. This change requires Form 5 and will result in a new licence number as the change has created a separate new entity.

### **Fees:**

The application fee is prescribed 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