



Guidelines for Applicants for Renewal of an Electrical Contractor Licence

These guidelines are provided to assist persons making application for Renewal of an Electrical Contractors Licence.

Before lodging an application for a contractors licence please read the Guidelines to ensure that you meet the current requirements for this licence.

NOTE: It is important that you submit all the required documentation as listed in the Application Form provided in this package. Use the **Application Checklist** on the Application Form to ensure you have supplied all of the requested information. Please note that incomplete applications will be returned to you for resubmission.

If payment has already been made and receipted, you then have 28 days to forward further information that may be requested. If you fail to supply the information within this time, the application will lapse. The fee is not refundable.

Application Procedure:

Application processing takes approximately 28 days from the receipt of a complete application. All applications are submitted to the Electrical Workers and Contractors Licensing Board for approval.

Requirements:

The *Electrical Workers and Contractors Act* requires that a person, partnership business, association or company whose main businesses is contracting for electrical work must hold an Electrical Contractors Licence.

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 (AS300) 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.

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.

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.

Responsibilities of Nominees:

The responsibilities of a nominee include the supervision of all electrical work to ensure that the correct materials and labour have been provided and the work has been carried out in compliance with current NT legislation and Australian Standards.

Terms of licence:

Under Section 36(1) and Section 41 of the Act:

Contractor's licences remain current for a period of 1 year from the date of initial approval by the Board. For example: A licence first issued on 2 November 2007 will remain in force until 2 November 2008.

As per Section 36(3) of the Act:

"If a body or other association of persons that is the holder of an electrical contractor's licence ceases to have as one of its members or employees in the Territory the person whom it nominated as the holder of an electrical worker's licence, or if that person ceases to be the holder of an electrical worker's licence, or if his electrical worker's licence is suspended, the electrical contractor's licence of that body or association is thereby suspended until it nominates another such person and states his position in or on the body and that person is approved".

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 (e.g. written or printed Lists, Spreadsheets, Databases or Personnel Files) which records the Name(s), Relevant Addresses (home or postal address), Details of the Licence, permit, etc (number and expiry date), Endorsement on the licence, and Dates of Employment for each electrical worker.

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.

For an example of an Employee Register see **Publication 11 – Employer to maintain a register of electrical workers.**

Companies, partnerships or associations:

Under the requirements of Section 34 (2) (a) (b) of the Act, you will need to supply a copy of an Incorporation Extract from ASIC showing all members. If you have a Trading Name, it is mandatory that you hold a current registered NT Business Name and provide evidence of such.

You can register your Business Trading Name in the NT by applying at Territory Business Centre with the Application for Registration of a Business Name form. The registration should be renewed every 3 years.

Please note: The information on your quotes and invoices must reflect what is on your licence card. If you change your company of trading name, you must change your contractor licence name by using a Form 5 or Form 13.

Fees:

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

Application forms:

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

Use the Completed Application Checklist at the back of the Application Form to ensure you have understood and supplied the required evidence to support the information you have supplied in the Application Form.

How to add New Nominees to your Contractor Licence:

The proposed nominee must:

- (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 an approved contractors examination, or
- (e) have been a technical nominee on a contractor licence within the last 3 years,

** Electrical trainers and teachers who provide training that includes the Wiring Rules and not just Electrical Principles, for the duration stated in (b), will be accepted.*

When is Change of Status Application required?

In a lot of instances an individual contractor or sole trader applies for an electrical contractor licence in his own name or a trading name and is issued with a sole trader's licence.

Later, as the business grows, this individual contractor may change his/her business affairs to a company, partnership or association. This business becomes a separate entity and therefore needs a separate contractor licence to operate legally. In such circumstances Form 13 – Change of business status must be completed.

A sole trader who has made a change in business affairs must also apply for a change of status of electrical licence using Form 13.

Further Reading:

Further reading to assist you in understanding your obligations:

Publication 03	Definition of electrical contracting
Publication 04	Adding new nominees to your contractor licence
Publication 08	Evidencing of skills maintenance for electrical workers
Publication 11	Employer to maintain a register of electrical workers