



Electrical Workers and
Contractors Licensing Board
NORTHERN TERRITORY

Form 3 GUIDELINES

Renewal of Electrical Worker Licence

for Renewal of an Electrical Workers Licence

These Guidelines and Application Form are provided to assist persons making application for Renewal of an Electrical Worker's Licence.

This form will not be accepted if your licence has already passed its expiry date. You must lodge this application before or on the expiry date.

Before making application for renewal of an Electrical Workers Licence, please read the Guidelines provided to ensure that all the current requirements for this licence are met.

NOTE: It is important that you submit all the required documentation as listed in the Application Form checklist. 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. This fee is not refundable.

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 application for a licence being refused.

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 (08) 8936 4079.

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 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.

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.

Skills Maintenance:

With the removal of third party inspections and the requirement of AS 3000 for all electricians to test their work before connection, it is now imperative to ensure that electricians keep abreast of current installation requirements.

To ensure safe electrical installations the Board is including the assessment of the experience listed on the renewal form. An audit may be performed if there is any doubt to the continued skills maintenance or competency of the applicant. For more information please see [Publication 8](#)

– Evidencing of skills maintenance for electrical workers.

Some methods for evidencing the maintenance of skills and competencies are as follows:

- The provision of evidence that the applicant has signed as the **tester** on at least six recently completed Certificates of Compliance (CoC's) covering the scope of work as detailed above. Copies of the CoC's need to be attached to the application.

or;

- The provision of a statutory declaration (provided with the renewal form) from the applicant's employer or supervisor detailing the work the applicant carries out. The **employer or supervisor must list the type and quantity of work recently performed by the applicant** eg. within the preceding period (3 years) of the licence. It should be noted that in this case the **employer or supervisor** would have to be the holder of equal or greater level. Should the applicant have worked for other employers then statutory declarations from them, or references detailing the work, may be lodged as well. The statutory declaration on the back of the renewal form may be photocopied for this purpose.

or;

- The provision of other evidence to demonstrate that the applicant has maintained a close and direct association with the current standards, methods and practices of the electrical industry. This method would suit those delivering training to electrical workers and teachers of the trade, or similar such employment. Applicants should list the type and duration of the work they have carried out in the recent (3 years) preceding licence period. If this work is carried out for an employer then the employer should verify the work type and duration through use of the statutory declaration on the reverse of the renewal form.

or;

- The provision of evidence that a refresher course or other relevant course approved by the Board has been successfully undertaken. For example, the Board approved refresher course run by Charles Darwin University, or the NT Electrical Contractors Course for Electrical Mechanics delivered by approved Registered Training Organisations (RTOs) or the Wiring Rules exam. Other courses, eg those undertaken in another State may be acceptable, however these would need to be put to the Board for approval.
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Methods of evidencing skills maintenance is not limited to the above, however any other method should be submitted to the Board well in advance of renewal time.

Note: Electrical Fitters, Linesmen, Cablejointers and other Restricted Licence holders would need to evidence skills and competencies by Statutory Declaration.

Board Approved Training Providers:

Charles Darwin University Electrotechnology Faculty DARWIN Ph: (08) 8946 7505 ALICE SPRINGS Ph: (08) 8959 5208	Skill Build 16/41 Sadgroves Crescent WINNELLIE NT 0820 Ph: 1800 059 170 Email: training@SkillBuild.edu.au Web: www.skillbuildtraining.com.au
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Fees:

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

Contractor Nominees:

For licence endorsement purposes please advise separately if there is any change to the nominee status as indicated on your current licence.

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.

Further reading – to assist you in understanding your obligations

Publication 01	Requirements to hold NT licence
Publication 02	Scope of work by Electrical Fitters and Mechanics
Publication 05	Unlicensed electrical installation work
Publication 08	Evidencing of skills maintenance for electrical workers