



Electrical Workers and Contractors Licensing Board

NORTHERN TERRITORY

Form 5

Electrical Contractors Licence >

Guidelines, Application Form and Checklist for Applicants for an Electrical Contractor Licence (Company, Partnership or Association)

These Guidelines and Application Form are provided to assist persons making application for an Electrical Contractors Licence on behalf of a company.

The package contains:

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

Before making application for an Electrical Contractors 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 provided in this package. Use the **Completed Application Checklist** at the back of this package to ensure you have supplied all of the requested information. Please note that incomplete applications cannot be accepted and your paperwork and application fee will be returned to you for you to resubmit, together with any additional information outlined on the Completed Application 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 8981 5435.

Lodgement Information

Lodgement in Person. 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

Lodgement By Mail:

Electrical Workers and Contractors Licensing Board
GPO Box 1722, Darwin NT 0801

Licensing Enquiries:

Phone: (08) 8981 5435 or 8999 5516
Facsimile: (08) 8999 5141

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

Requirements:

An Electrical Contractors Licence is required by a Partnership or Company or Association intending to contract for electrical work in the Northern Territory.

Under the requirements of Section 34 (2)(a)(b) of the *Electrical Workers and Contractors 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.

Your quotes and invoices must reflect what is on your licence card. If you change your Company name or Trading name, you **MUST** change your Contractor Licence name by using [Form 5](#) or [Form 13](#).

All Electrical Contractors Licences must have at least one person nominated who is responsible for the electrical work carried out under the licence. This person must be qualified under section 33(1) of the Act to be the holder of an electrical contractor's licence in his own right. This person is generally referred to as the "nominee" and that 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 24 months;
- (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.

**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, for the same duration will be accepted.*

Endorsement of Workers Licence:

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

The Act further provides that the holder of the worker's licence shall lodge his licence with the Board, within 7 days of the issue of the contractor's licence, to allow the necessary endorsement to be placed on the licence.

Nominee Licence Holders must also sign the relevant part of the application form. A person can only be a nominee on one contractor licence however, a contractor can have an unlimited number of nominees.

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.

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 *Electricity Reform Act*, the Wiring Rules ([AS 3000](#)) and the requirements of the infrastructure operator (eg: [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 (AS 3000).

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.

An expired licence cannot be renewed. A new full application must be lodged for its re-issue ([Form 4](#) for sole traders and [Form 5](#) for companies/partnerships/associations).

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.

Terms of licence

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

Contractors 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”.

Contractor Examinations:

Information regarding training that incorporates the approved examination is available through Board approved training providers.

The training consists of two parts covering business and technical aspects. Persons wishing to hold the licence in their own right will have to successfully complete both parts.

In the case of a partnership or company, one person may complete the business part and the proposed nominee/s (electricians) complete the technical part. The technical part of the program also applies when application is made for additional nominees on an existing licence. A training program that incorporates the above modules and approved examination is available through training providers whose contact details appear below.

All expenses associated with doing the training program or sitting the exam is the responsibility of the applicant.

Applicants who can show proof of recently having passed an equivalent exam in another state or territory may apply to the Board for exemptions from completing the program.

Board approved Training Providers:

<p>Charles Darwin University DARWIN 8946 6379 ALICE SPRINGS 8959 5208</p>	<p>GnorTop DARWIN Ph: 8947 0301 Fax: 8947 0295 Mobile: 0409 492 377 Email: gnortop@westnet.com.au</p>	<p>Advanced Training International DARWIN Ph: 8947 5550 Mobile: 0417 817 056 Email: ntnisa@bigpond.com</p>
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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.

Fees:

The prescribed fee required to accompany an application for Electrical Contractor Licence is **\$215** and is not refundable.

Application Forms:

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

A person who is nominated as the A Grade licence holder (nominee) for a contractors licence must provide his consent to the nomination.

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

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



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Form 5

Electrical Contractors Licence >

Under Section 33 and 34 of the Electrical Workers and Contractors Act

Application Form for Electrical Contractor Licence (Company, Partnership or Association)

Personal Details	
Provide direct contact details of a person responsible for this application	Details of Person making the Application: 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: Direct Contact Phone Number: Direct Contact email: Mobile Phone: Facsimile:
Entity Details	
State name and type of business (must be completed)	Company Name: Registration Number: ACN: This Entity trades as (tick one relevant box) <input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Association <input type="checkbox"/> Other (please specify)
Business Details	
State details of a trading name (if applicable)	NT Registered Trading Name: Number:..... Last registration Date (registration lasts for 3 years only):
Current business address (must be completed)	Business Address: Suburb or Town: State:..... Post Code:.....
If the same as above, write "as above"	Postal Address: Suburb or Town: State:..... Post Code:.....
Current business contact details	Contact Details: Business Phone: Facsimile: Email:

For Office Use Only

Receipt Number: Date: Amount: **\$215.00**
 Received by: Comments:

Membership Details:			
Provide details of Directors/Secretary/Partners/ Association Members The membership details can be found on your Incorporation Extract available from ASIC If insufficient space, provide a covering letter listing further details	Name	Position	Address

Nominee Details	
A Grade nominee details. The licence must have at least one nominee Please be aware of nominee's responsibilities before signing this section and accepting nomination	Name: NT Electrical Licence Number: A Expiry Date: Nominee Signature: Date:
	Name: NT Electrical Licence Number: A Expiry Date: Nominee Signature: Date:
	Name: NT Electrical Licence Number: A Expiry Date: Nominee Signature: Date:
	Name: NT Electrical Licence Number: A Expiry Date: Nominee Signature: Date:

To be completed by ENTITY seeking an Electrical Contractors Licence

<p>To be signed by the person making application on behalf of the entity</p> <p>Please sign and date before submitting Application</p>	<p>Declaration of Company representative:</p> <p>I (Name of Applicant) _____ , in making application for the issue of an Electrical Contractors Licence, acknowledge that:</p> <p>(a) I have read the Guidelines and information about Electrical Contractor Licences; and</p> <p>(b) I, and my employees (if any) have been, or will be, informed that electrical work in the Northern Territory must be performed in compliance with the <i>Electricity Reform Act</i>, Wiring Rules (AS 3000) and Power & Water Corporation's requirements.</p> <p>Failure to do so can result in disciplinary proceedings being instituted, as provided for in the <i>Electrical Workers and Contractors Act</i> or other Northern Territory Legislation.</p> <p>I declare that the information in this application or any documentation attached by me is complete and true to the best of my knowledge.</p> <p>All accompanying documents evidencing my registration is the original or a complete and accurate copy of the original.</p> <p>Dated this Day of 20.....</p> <p>Signature:</p>
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Payment Details

<p>Credit card details submitted as payment remain confidential at all times</p> <p>Please print</p>	<p>Payment method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque enclosed payable to RTM (RTM – Receiver Territory Monies)</p> <p><input type="checkbox"/> Credit Card</p> <p>Credit Card Details: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard</p> <p>Card number: / / /</p> <p>Expiry date: / Amount: \$... \$215.00</p> <p>Cardholders Name:</p> <p>Cardholders Signature:</p>
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Completed Application Checklist – Form 5

Applicants for Electrical Contractor Licence (Company, Partnership or Association)

All required information is to be submitted with this Application for it to be accepted.

Please note that incomplete applications cannot be processed and your paperwork and application fee will be returned to you for you to resubmit, together with any additional information outlined below.

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.

Please Tick	Have you attached the following to your Completed Application Form?	OFFICIAL USE ONLY
<input type="checkbox"/>	Application fee of \$215.00	
<input type="checkbox"/>	Copy of Current Certificate of Registration of Entity and ASIC Incorporation Extract showing all members	
<input type="checkbox"/>	List of Secretary, Managers and other Executives	
<input type="checkbox"/>	If you have or wish to use a Trading name, supply a copy of Current Certificate of NT Registration of Business Name/Trading Name	
<input type="checkbox"/>	Photocopy of each nominee's current A Grade Electrical Mechanics Licence (held for at least 2 years). Interstate or New Zealand licence holders must also supply a copy of current NT A Grade Electrical Mechanics Licence	
<input type="checkbox"/>	Evidence of 2 years recent experience in performing and supervising electrical installation work for each nominee It may be in the form of a Statutory Declaration from employers stating work carried out, or copies of CoCs (Certificates of Compliance) showing various work, or evidence of a Skills Maintenance Course See Publication 08 – Evidence of skills maintenance for electrical workers Electrical teachers/trainers can attach proof of training that includes the Wiring rules and not only Electrical Principles	
<input type="checkbox"/>	Copy of approved Contractors Examination results for each nominee OR Proof of having been a technical nominee on a contractor licence within the last 3 years. Photocopy front and back of the card	

COMMENTS – OFFICIAL USE ONLY