



## Employer to maintain a register of electrical workers

### 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 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, endorsement and expiry date), 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 which are outside the scope of their licence which can have serious legal consequences.

### Electrical workers – including apprentices and permit holders

*The provision of electrical worker licensing is explained over the page. If you require more information on the structure of electrical licences, please contact the Electrical Workers and Contractors Licensing Board.*

In general, Northern Territory electrical workers licences are broken up into five broad categories:

- A Grade Licences
- B Grade Licences
- R (Restricted) Licences
- Apprentice Registrations
- Permits to Work

All licences, Permits and Registration issued in the Northern Territory are supplied with a unique identification number. Businesses who employ any of the above categories of electrical worker are required to document the details of the licence, permit or registration on their employee register.

### Mutual recognition

Where an interstate or New Zealand electrical worker has applied for an electrical licence in the Northern Territory under mutual recognition, it is recommended that the employer record, as an interim measure (four weeks), the term "Mutual Recognition & receipt number" as the Licence Number until the licence is issued. For more information please see Council of Australian Governments (COAG) website – 'Mutual recognition for occupational licences in Australia' [www.licencerecognition.gov.au](http://www.licencerecognition.gov.au)

**Important! Don't forget to check that the licence is issued and update the register with the Licence Number and Expiry Date.**

### Licensing Enquiries:

First Floor  
Darwin Plaza  
41 Smith Street Mall  
Darwin NT 0800

Postal Address:  
GPO Box 1722  
Darwin NT 0801

Telephone: (08) 8981 5435 or 8999 5516  
Facsimile: (08) 8999 5141  
Email: [electrical.licensing@nt.gov.au](mailto:electrical.licensing@nt.gov.au)  
Web: [www.electricallicensing.nt.gov.au](http://www.electricallicensing.nt.gov.au)

**Licence Lodgements:** In person at **Territory Business Centres** or post to above.

