



Information for Electrical Contractors

This information is provided by the Board for the benefit of Electrical Contractors, and gives brief details of the [Electrical Workers and Contractors Act](#) and Regulations of special importance to Contractors. The information is intended as a guide only, and the Act and Regulations should be consulted for full details. The legislation may be accessed on the Board's website: www.electricallicensing.nt.gov.au or purchased from:

The NT Government Printing Office
Telephone: (08) 8999 4031

Contractors should be aware that all work is required to be performed in accordance with the *Electricity Reform Act*, Wiring Rules and [Power & Water Corporation](#) requirements. Breaches of the above Acts can also be grounds for disciplinary action under the *Electrical Workers and Contractors Act*.

Extracts from the Act

The section numbers quoted below, relate to the applicable sections of the *Electrical Workers and Contractors Act*. The wording used is not necessarily quoted exactly, as this is not practical in a short document intended for guidance only.

Endorsement of A Grade Licence

Section 18 provides that where the holder of an Electrical Worker's Licence becomes an Electrical Contractor, or the nominee for a Contractor's licence, his Workers Licence shall be endorsed to that effect by the Board. The Worker's Licence is therefore required to be returned, to allow this endorsement to be added. If an Electrical Contractor wishes to change or add nominees to his Contractors licence, the proposed nominees will be required to give consent to the nomination in writing.

Expiry of Contractor's Licence

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.

Requirement for a Current A Grade Licence

Section 36(3) provides that an Electrical Contractor's Licence is suspended if the nominated A Grade Licence holder has his workers licence suspended or cancelled, or ceases to be in the employment, in the Territory, of the contractor. (This means that when electrical work is being carried out in the Territory, a nominee of the Electrical Contractor's licence must be present. As a Contractors Licence may be endorsed with any number of nominees, Contractors, especially those from interstate, should ensure they have sufficient approved nominees to meet this requirement.)

Licensing Enquiries:

C/- NT BUILD
32-33/12
Charlton Court
WOOLNER NT 0820

Postal Address:
GPO Box 1680
Darwin NT 0801

Telephone: (08) 8981 5435 or 8923 9307
Facsimile: (08) 8923 9318
Email: electrical.licensing@nt.gov.au
Web: www.electricallicensing.nt.gov.au

Licence Lodgements: In person at **Territory Business Centres** or Building Advisory Services Branch, Ground Floor, 38 Cavenagh Street, Darwin OR post to above.

Registration of Apprentices

Section 42A(2) provides for an apprentice to a trade for which an electrical worker's licence is required, to be registered with the Board and Section 42B provides supervision requirements for an apprentice performing electrical work, at various stages of the apprenticeship. The Board issues all registered apprentices with a Registration. This registration gives details of the supervision requirements, and at the time of registration, both the apprentice and the employer will be forwarded an information sheet, which will contain full details of the requirements and the applicable definitions. Employers should ensure that all persons who may be required to supervise an apprentice are aware of the requirements.

Complaints

Section 42E provides for the Board to conduct a Hearing in relation to a complaint, and gives the Board disciplinary powers in relation to the licence, or the licence holder.

Section 43(2) provides the grounds upon which the Board may exercise the powers given it, under Section 42E, in relation to Electrical Contractors. As well as defective or dangerous work, the grounds given in this Section also include: failure to submit Notices of Intention and Completion of Electrical installation work to the Power & Water Authority; failure to rectify a fault as required by the Authority; signing for work that the contractor or his employees have not performed. (The preceding are examples only of some of the grounds provided by the section.)

Employer's Records

Section 50B requires that an employer shall maintain a record of: the name and address, details of the licence or permit held, and the dates of employment of any person employed to supervise or perform electrical work, and the employer can be required to produce this record, if requested to do so by an authorised person.

Unlicensed Work

Section 54A provides that, a person, body or association of persons shall not employ or engage any person to supervise or perform electrical work unless the person is the holder of a licence or permit issued under this Act authorising him to supervise or perform the work, as the case may be, or he is employed as an apprentice.

Companies, partnerships or associations

Under the requirements of **Section 34(2)(a)** and **(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](#) (TBC) 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 or trading name, you must change your contractor licence name by using Form 5 or Form 13.

Electronic profiling for apprentices

If you employ a "Systems Electrician" apprentice, or are thinking about doing so in the future, then be aware of the importance of the "profiling" system. Ensure that you and your apprentice have signed all appropriate paperwork with regard to profiling to reduce potential problems; if you are in any doubt about profiling or your apprentice's completion of weekly sheets please see Publication 09 – Electronic profiling for apprentices, or contact 'MITAC' on telephone 8981 0077, facsimile 8941 7470, or view the website at www.mitac.org.au