

Applicant Guide for Electrical Contractor Licences

Electrical Licensing | NTWorkSafe

Disclaimer

This publication contains information regarding electrical licensing in the Northern Territory. It includes some of your obligations under the *Electrical Safety Act 2022* that NT WorkSafe administers. The information provided is a guide only and must be read in conjunction with the appropriate legislation to ensure you understand and comply with your legal obligations. NT WorkSafe does not warrant the information in this publication is complete or up-to-date and does not accept any liability for the information in this report or as to its use.

Contents

Electrical Contractor Licence	4
When you need an electrical contractor's licence.....	4
Eligibility	5
Nominated person(s).....	5
Contractor licences without a nominated person	6
Changing nominees	6
Obtaining an Electrical Contractor's Licence.....	6
Interstate applicants	6
Businesses Operating Under a Trust.....	7
How to Apply for a Licence	8
Supporting Documents	8
Fees	9
Renewal Reminders	9
Licence Replacements.....	9
Expired Licences.....	10
Complaints and Disciplinary Action.....	10
Appeals.....	11
Legislation	11
List of Jurisdiction Contacts	11
Contact Us.....	11

These guidelines are provided to assist applicants seeking to apply for an electrical contractor licence in the Northern Territory. Please read them to ensure the form is completed correctly. Use the Supporting Documents Checklist on the application form to ensure you have supplied the required evidence in support of your application. Please ensure you have supplied all of the information requested, an incomplete application will result in a delayed processing of your licence application.

Electrical Contractor Licence

Holders of unrestricted electrical worker licences who intend to contract out directly or indirectly to a customer to carry out electrical work need to apply for an electrical contractor's licence.

Contractor licences can be issued for a 1, 2 or 3 year term.

When you need an electrical contractor's licence

A person requires an electrical contractor licence to conduct a business or undertaking that:

- Performs electrical work; or
- Advertises, notifies or states that they are performing electrical work; or
- Contracts for the performance of electrical work, other than under a contract of employment; or
- Represents to the public that the person or business is willing to perform electrical work; or
- Employs an electrical worker to perform electrical work for anyone other than the person.

Businesses or companies that contract for a job that contains a component of electrical work that is not a major part of the job is not considered to be contracting for electrical work. For example, a builder who contracts for the construction of a house is not electrical contracting even though the house includes an electrical installation.

An electrician who subcontracts to an electrical contractor to carry out electrical work on an all up price for the job is considered to be electrical contracting and must hold an Electrical Contractors Licence.

An electrical contractor licence does not authorise the holder to perform electrical work. Any electrical work performed must be undertaken by the holder of an electrical work licence.

Electrical work includes:

- Connecting or disconnecting electricity supply wiring to electrical equipment
- Manufacturing, constructing, installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation

Eligibility

An electrical contractor licence may be held by an individual (sole trader), partnership or body corporate.

In the instance of a contractor licence being held by an individual, that individual must meet all the eligibility criteria to hold the licence. For partnerships and body corporates, at least one owner, partner or employee must meet the eligibility criteria.

To be eligible:

- The applicant, at least one owner, partner or employee must meet all nominee requirements
- The applicant must demonstrate that any electrical work performed under the electrical contractor licence will be performed by the holder of an electrical work licence (or a person under the supervision of an electrical work licence in accordance with the *Electrical Safety Act 2022*)
- The applicant must hold a minimum of \$5,000,000 of public and products liability insurance

Nominated person(s)

All electrical work completed by an electrical contractor must be performed or supervised by a nominated person. The nominated person has the responsibility to ensure all electrical work is carried out in accordance with current electrical safety legislation and relevant Australian Standards.

An electrical contractor must have at least one nominated person on their licence and may have more than one nominated person at a time. However, a person may only be a nominated person for one electrical contractor licence at a time.

An electrical contractor must not change the nominated person on their licence without the approval of the Regulator.

An electrical worker needs the following to be eligible to be a nominated person:

- Holds a current Northern Territory unrestricted electrical worker licence
- Has held an electrical worker licence within Australia for a minimum of 2 years
- Has successfully completed an electrical contractor's course approved by the Electrical Safety Regulator or can demonstrate being a nominee on another electrical contractor's licence within Australia within the past 3 years

Please note, an Automatic Mutual Recognition (AMR) notification is not a Northern Territory licence. Further information can be found in the section for interstate applicants under "Obtaining an Electrical Contractor's Licence".

Contractor licences without a nominated person

In the event that the electrical contractor loses its nominated person (for example they cease employment with the electrical contractor or no longer holds the required electrical work licence), then the electrical contractor must notify the Regulator.

In addition, the electrical contractor's licence will be suspended, until a new nominated person is approved by the Regulator.

Please note that while the suspension of the electrical contractor licence is not automatic, an electrical contractor would be committing an offence under the electrical safety legislation if they continue to provide and perform electrical work where:

- they have lost their Nominated Person and fails to notify the Regulator; and/or
- they perform electrical work without having a Nominated Person endorsed on the licence.

Changing nominees

Electrical contractors can change their nominated person at any time through an [application to vary an electrical contractor's licence](#).

Obtaining an Electrical Contractor's Licence

The application to obtain an electrical contractor's licence varies dependant on the entity that is applying for the licence.

In the instance of an individual applying a licence, they will need to lodge an [application for an electrical contractor's licence by a sole trader or natural person](#). For partnerships and body corporates, there is a [separate application form](#) as the supporting documents vary.

Interstate applicants

The most suitable application for interstate applicants can vary dependant on a number of factors.

Individuals (Sole Traders)

If the applicant is a sole trader with a current licence interstate, the following options are available under the *Mutual Recognition Act 1992*:

- Automatic Mutual Recognition
- Mutual Recognition

Automatic Mutual Recognition (also known as AMR) grants a letter of recognition rather than a Northern Territory licence. The letter allows an applicant to work off their interstate licence while they are working in the Northern Territory. This application does not have a fee.

Mutual Recognition (also known as MR) grants a Northern Territory licence equivalent to the one you hold interstate. I.e. an application for mutual recognition of an interstate electrical worker's licence will have the same fee as an electrical worker's licence application.

If the applicant will be completing more than 6 months of work within a 12-month period or is a resident within the Northern Territory, they are not eligible for AMR. Therefore, they will need to apply for MR to be granted a Northern Territory licence.

Interstate applicants can still apply through the [application for an electrical contractor's licence as a sole trader](#). However, more supporting documents are required. This includes:

- Evidence of public liability insurance;
- * Evidence of 2 years' experience; and
- An electrical contractor's course or evidence of being a nominee on another contractor's licence.

Companies or Partnerships

Interstate companies and partnerships looking to expand their business into the Northern Territory are not eligible for mutual recognition. Therefore, they are required to use the [application for an electrical contractor's licence as a company or partnership](#).

However, if their nominee is also coming from interstate, they need to have them apply for [mutual recognition to gain their unrestricted electrical worker's licence](#) within the Northern Territory. Please note, an Automatic Mutual Recognition (AMR) notification is not a Northern Territory licence. AMR grants a letter of recognition rather than a Northern Territory licence.

If the nominee also holds an individual contractor licence interstate, do not apply for mutual recognition of the contractor licence. Only the worker licence is required. As you can only be a nominee on one electrical contractor licence at a time, the individual contractor licence is placed into suspension for no longer having a nominee and a refund will not be issued.

Businesses Operating Under a Trust

Trusts are widely used for investment and business purposes. For businesses that are operating under a trust, there are a few things to be aware of with applying for an electrical contractor's licence.

A trust is a legal obligation where a trustee holds and manages assets for the benefit of the trust's beneficiaries. Therefore, a trust cannot be the holder of an electrical contractor's licence as it is not a legal entity but rather a relationship between entities.

An individual or company as the trustee of the trust can hold the electrical contractor's licence as a company is a legal entity.

If operating under a trust, please ensure that the following are held under the legal entity (individual/company) and not the trust itself:

- Business Name
- Public Liability Insurance

How to Apply for a Licence

Application forms are available on the [NT WorkSafe website](#). Completed applications can be lodged in person, via email or post at the Territory Business Centre:

Darwin	Katherine	Tennant Creek	Alice Springs
Ground Floor, Building 3 Darwin Corporate Park 631 Stuart Highway, Berrimah	Shop 1, Randazzo Building 18 Katherine Terrace, Katherine	Shop 2, Barkly House Cnr Davidson and Patterson Street, Tennant Creek	Ground Floor, The Green Well Building 50 Bath Street, Alice Springs
Phone: 1800 193 111		Email: territorybusinesscentre@nt.gov.au	
Postal Address: GPO Box 9800, Darwin, NT 0800			

Supporting Documents

The supporting documents required for an electrical contractor's licence varies dependant on whether a new licence is being issued or if one is being renewed.

Application for a new licence

A successful application for a new electrical contractor's licence requires the following:

- Evidence of public liability insurance covering a minimum of \$5 000 000.
- A current business name extract (if applicable)
- (Company only) An ASIC Extract no older than 30 days prior to lodgement
- Nominee evidence:
 - If the nominee has been a nominee in the Northern Territory within the past 12 months, this is not required*
 - A current unrestricted electrical worker's licence within the Northern Territory
 - Evidence of 2 years' recent experience through one of the following:
 - A SD-02 statutory declaration completed by a supervisor or employer who holds a current electrical worker's licence within Australia
Please note, this declaration cannot be self-declared by the proposed nominee
 - Certificates of compliance (minimum of 2) where the period between the oldest and the newest certificate equates to a minimum of 2 years
For example, a certificate from January 2024 and January 2026
 - Either:
 - A certificate from an electrical contractor's course completed within the Northern Territory in the past 3 years
 - Evidence of being a nominee on an electrical contractor's licence within Australia in the past 3 years

Application for renewal

A successful application for the renewal of an electrical contractor's licence requires the following:

- Evidence of public liability insurance covering a minimum of \$5 000 000.
- A current business name extract (if applicable)
- A copy of your electrical worker's register
A template is available on the [NTWorkSafe website](#), however internal registers are also accepted
- (Company only) An ASIC Extract no older than 30 days prior to lodgement
- Nominee evidence:
This is only required if a new nominee is being added to the licence at the time of renewal
 - A current unrestricted electrical worker's licence within the Northern Territory
 - Evidence of 2 years' recent experience through one of the following:
 - A SD-02 statutory declaration completed by a supervisor or employer who holds a current electrical worker's licence within Australia
Please note, this declaration cannot be self-declared by the proposed nominee
 - Certificates of compliance (minimum of 2) where the period between the oldest and the newest certificate equates to a minimum of 2 years
For example, a certificate from January 2024 and January 2026
 - Either:
 - A certificate from an electrical contractor's course completed within the Northern Territory in the past 3 years
 - Evidence of being a nominee on an electrical contractor's licence within Australia in the past 3 years

Fees

Please refer to the [NT WorkSafe website](#) for a Schedule of Fees.

Renewal Reminders

Although as a courtesy, renewal reminders are sent prior to expiry, it is your responsibility to ensure your address details are correct and that a renewal form is lodged before your licence expires.

Licence Replacements

If an electrical contractor licence is misplaced, the licence holder may apply for a replacement licence. Applicants must complete the application form, pay the prescribed fee and any supporting documentation required by the application form.

Expired Licences

Applicants can apply to obtain their electrical contractor's licence after the licence has expired. The requirements for evidence can vary depending on the length of time the licence has been expired for.

If an individual/sole trader has allowed their NT licence to expire and they hold a current interstate electrical contractor's licence, the recommended pathway is to apply for mutual recognition of an interstate licence.

Licences expired less than 12 months

Pursuant to Section 56(2) of the Act, a licence may be renewed within 1 year after its expiry date. Therefore, applicants are to lodge a renewal application and provide the standard supporting documents for one.

Expired for over 12 months

Applicants whose electrical contractor licence has been expired for over 12 months will need to apply for an electrical contractor licence as if applying for a new one. This includes the requirement for nominee evidence.

Complaints and Disciplinary Action

Anyone can make a complaint to the Electrical Safety Regulator (the Regulator) about an electrical worker, contractor or apprentice. From there, the Regulator will review the complaints received and either:

- Investigate the complaint; or
- Dismiss the complaint on the grounds that it is trivial, frivolous, vexatious or baseless.

After enquiries are made, substantiated complaints may be referred to the Disciplinary Committee (Committee) for disciplinary action. The Committee may conduct a discipline hearing and provide a decision after completing such a hearing.

Disciplinary action can take one or more of the following forms:

- Cancellation or an amendment to the licence
- Suspension of the licence
- Disqualification from holding and/or being eligible to hold a licence
- Reprimand/caution notice
- Require the holder to correct a fault or defect in the electrical work
- Require the holder to undertake further training
- Impose a monetary penalty

Further information on the Committee and the complaint process can be found on the [NT WorkSafe website](#).

Appeals

Under section 251 of the Act, a person who is dissatisfied with a decision made by the Electrical Safety Regulator and the Discipline Committee may be reviewable by the Northern Territory Civil and Administrative Tribunal (NTCAT).

This includes decisions relating to the issuing of licences or a disciplinary action. Information on how to apply for a review of a decision can be found on [NTCAT's website](#).

Legislation

The *Electrical Safety Act 2022* and *Electrical Safety Regulations 2024* are available on [NT WorkSafe's website](#) or on the [Northern Territory Legislation Database](#).

List of Jurisdiction Contacts

Jurisdiction	Name of Regulator	Telephone	Website
New South Wales	Building Commission NSW	13 27 00	Building Commission NSW NSW Government
Victoria	Energy Safe Victoria	1800 815 721	Energy Safe Victoria Energy Safe Victoria
Queensland	Electrical Safety Office	1300 362 128	Home Electrical Safety Office
South Australia	Consumer and Business Services	131 882	SA.GOV.AU - Plumbing, gas fitting and electrical registration and contractors' licences
Western Australia	Department of Local Government, Industry Regulation and Safety	6251 2000	Electrical licensing
Australian Capital Territory	Construction and Work Place Licensing	6207 8096	Construction licences - City and Environment Directorate - Planning
Tasmania	Consumer, Building and Occupational Services	1300 654 499	Electrical licences

Contact Us

For further information, please contact the Licensing and Advisory Services team on 1800 019 115, via email at electrical.licensing@nt.gov.au or go to the NTWorkSafe website at www.worksafe.nt.gov.au