

Applicant Guide for In-House Electrical Licences

Electrical Licensing

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.

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These guidelines are provided to assist applicants seeking to apply for an in-house electrical 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.

In-House Electrical Licence

An in-house electrical licence is a new kind of electrical licence to the Northern Territory and is similar to an electrical contractor's licence.

This licence is intended for organisations that employ qualified electrical workers to undertake electrical work incidental to their core business activities, including electrical installation, repair, and maintenance associated with:

- the organisation's premises; and/or
- plant, infrastructure, or capital equipment owned or operated by the organisation.

It is particularly suitable for businesses that maintain internal electrical capability to support ongoing operations, rather than engaging external contractors for routine electrical maintenance.

Examples of businesses that might hold an in-house electrical licence include:

- mining and resource companies
- electricity network providers
- manufacturers
- accommodation facilities (hotels, serviced apartments, staff housing)
- aboriginal enterprises and community-controlled organisations

Unlike an electrical contractor's licence, an in-house electrical licence does not entitle the licensee to perform electrical work for the public (carry on an electrical contracting business).

In-house electrical licences may be issued for a term of one, two, or three years.

Eligibility

To be eligible for an in-house electrical licence:

- 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 in-house electrical 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*)

Nominated person(s)

All electrical work completed under an in-house electrical licence 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 in-house electrical licence 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 in-house licence or electrical contractor licence at a time.

An in-house electrical licence holder must not change the nominated person on their licence without the approval of the Electrical Safety 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 In-House Electrical Licence".

In-house electrical licences without a nominated person

In the event that the in-house electrical licence loses its nominated person (for example they cease employment with the business or no longer holds the required electrical work licence), then the in-house electrical licence holder must notify the Electrical Safety Regulator.

In addition, the in-house electrical licence will be suspended, until a new nominated person is approved by the Electrical Safety Regulator.

Please note that while the suspension of the in-house electrical licence is not automatic, an in-house electrical licence holder would be committing an offence under the electrical safety legislation if they continue to 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

In-house electrical licence holders can change their nominated person at any time through an [application to vary an electrical contractor's licence or in-house electrical licence](#).

Obtaining an In-House Electrical Licence

Those looking to apply for an in-house electrical licence can use the [application available on the NTWorkSafe website](#).

Interstate applicants

Interstate companies and partnerships looking to expand their business into the Northern Territory are not eligible for mutual recognition.

However, if their nominee is 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 or in-house electrical 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.

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 in-house electrical 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:

- A current business name extract (if applicable)
- 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 in-house electrical licence requires the following:

- 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
- 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 in-house electrical 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 in-house electrical licence after the licence has expired. The requirements for evidence can vary depending on the length of time the licence has been expired for.

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 in-house electrical licence has been expired for over 12 months will need to apply for an in-house electrical licence as if applying for a new one. This includes the requirements 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