

Electrical safety complaint form

Use this form to notify of an electrical safety concern or complaint in accordance with Part 6, Division 3 of the *Electrical Safety Act 2022*.

For more information please visit the [NT WorkSafe's website](#).

Complainant details					
Surname					
Given name/s					
Company name (if applicable)					
Trading name (if applicable)					
Address					
Suburb		State		Postcode	
Complainant contact details					
Phone number			Mobile number		
Email address					

Who is the complaint about? Tick the relevant box							
Electrical contractor	<input type="checkbox"/>	Electrical worker	<input type="checkbox"/>	Apprentice/trainee	<input type="checkbox"/>	Unlicensed worker	<input type="checkbox"/>
Details of who the complaint is about							
Surname							
Given name/s							
Company name (if applicable)							
Trading name (if applicable)							
Address							
Suburb		State		Postcode			
Contact details of who the complaint is about							
Phone number			Mobile number				
Email address							

Electrical licence details (if known)

Licence number		Expiry date	
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Certificate of compliance (CoC) details (if known)

CoC number	
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Provide details of your electrical safety concern/complaint
 Provide as much detail as possible outlining risks or why you think there has been a breach to the electrical safety laws.

Do you have photos or evidence to help us better understand your electrical safety concern? If yes, please attach any photos or evidence to this form.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Complainant declaration

I, (full name)	
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Of (address)	
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Solemnly and sincerely declare that:

- All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the Oaths, Affidavits and Declarations Act 2010; and
- I have read and understood the information contained in this form; and
- I know that it is an offence to make a declaration that is false in any material particular.

This declaration is made at (location)		On (date)	
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Signature	
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Disclaimer

The Electrical Safety Regulator and the Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to NT WorkSafe and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

How to submit your complaint

Email your completed form to NTWorkSafe@nt.gov.au

Privacy

The Department of the Attorney-General and Justice (the department) is committed to respecting your rights to privacy and personal data protection.

Personal information provided by you will be managed in accordance with the *Information Act 2002 (NT)* and the Information Privacy Principles. This statement sets out how the department will manage your personal information. We recommend that you read this statement in conjunction with the privacy policy available on the Northern Territory Government's website.

Personal information has the same meaning it is given in the *Information Act 2002 (NT)*.

Requirement to provide your personal information

You have been asked to provide personal information as part of your completion and submission of the safety concern report to NT WorkSafe.

You do not have to provide your personal information but if you choose not to, please note that NT WorkSafe may be unable to accept, process, progress and / or investigate the incident and safety concerns raised by you in the notification forms.

The personal information you provide in your application will be used by NT WorkSafe for the purpose of processing, considering and / or investigating the incident and / or safety concerns that you have brought to NT WorkSafe's attention and any and all actions related to the notifications.

By providing your personal information, you authorise NT WorkSafe to share your personal information with other government departments and agencies of the Northern Territory.

We will take all reasonable steps to protect your personal information against misuse, loss and unauthorised access, modification or disclosure.

Accessing your personal information

You have the right to access the information we hold about you. You may enquire about the information held about you. If you wish to do so your application must:

- be in written form
- specify the name of the applicant
- include sufficient details to identify the information sought and
- specify an address to which correspondence regarding the application may be sent to the applicant.

If the information about you is not correct or if you are not satisfied with the way we have collected, held, used or disclosed your personal information under the Information Act, you can contact us by emailing agd.foi@nt.gov.au or calling 08 8935 7426. Read more about access to information on the [department's website](#)¹.

Sharing of your personal information

We may share your information:

- with other work health authorities, including work health and safety regulators in other states, territories or the Commonwealth, regarding the notification(s).
- in accordance with the Work Health and Safety Act 2011 and any state or territory legislation relating to occupational or work health and safety matters
- if required or authorised by law to do so, or
- if you have given us your consent to share your personal information for a specific purpose.

More information about privacy laws in the Northern Territory is available on the [Office of the Information Commissioner Northern Territory website](#)².

Alternatively, you can access the *Information Act 2002 (NT)* on the [NT Legislation website](#)³.

Contact

NT WorkSafe
Ground floor, Building 3
Darwin Corporate Park
631 Stuart Highway
Berrimah NT 0828

Postal address

GPO Box 1722
Darwin NT 0801
Phone: 1800 019 115
Fax: 08 8999 5141
Email: ntworksafe@nt.gov.au

¹ <https://justice.nt.gov.au/access-to-information>

² <https://infocomm.nt.gov.au/>

³ <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>