

# Application to change nominee/s on an electrical contractors licence

Use this form to change the nominee/s on your electrical contractor licence in accordance with section 55 of the *Electrical Safety Act 2022* and Part 3 of the *Electrical Safety Regulations 2024*.

The nominated person must have a minimum of 2 years work experience and completed the relevant units of competency of the NT electrical contractor course or provide evidence of being a technical nominee on a contractor's licence within the last 3 years to be eligible.

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

## 1. Application type

New nominee <input type="checkbox"/>	Nominee removal <input type="checkbox"/>
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## 2. Applicant details

Surname			
Given name/s			
Phone number		Mobile number	
Email address			

## 3. Contractor licence details

Contractor name							
Licence number	C		Expiry date				
ABN (if a company)			Registration number (if an association)				
Business address							
Suburb			State		Postcode		
Is your postal address the same as above? If no, complete below.							
Postal address							
Suburb			State		Postcode		

## 4. Contractor contact details

Phone number		Mobile number	
Email address			

## 5. Nominees to be removed (if more than 2 nominees being removed, please photocopy and attach to application)

Full name			
Licence number	A	Expiry date	
Phone number		Mobile number	
Full name			
Licence number	A	Expiry date	
Phone number		Mobile number	

**6. New nominee/s details (1)** (if more than 2 nominees being added, please photocopy and attach to application)

Nominee 1					
Surname				Date of birth	
Given name/s					
Licence number	A	Expiry date			
Postal address					
Suburb			State		Postcode
Phone number			Mobile number		
Declaration					
<ul style="list-style-type: none"> <li>I accept nomination to the above listed contractor licence; and</li> <li>I have a minimum of 2 years recent experience in performing and supervising electrical installation work; (i.e. a statutory declaration from employers stating work carried out, or copies of certificates of compliance that you have signed off as the tester of the work); and</li> <li>I have completed the relevant approved electrical contractors course, including:                             <ul style="list-style-type: none"> <li>UEEL00040: Develop compliance policies and plans to conduct an electrical contracting business</li> <li>UEEEL0002: Apply currency of safe working practices and compliance verification of electrical installations;</li> </ul> </li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>I have been a technical nominee on a contractor's licence within the last 3 years (attach copy of licence)</li> </ul>					
Nominee signature				Date	
Nominee 2					
Surname				Date of birth	
Given name/s					
Licence number	A	Expiry date			
Postal address					
Suburb			State		Postcode
Phone number			Mobile number		
Declaration					
<ul style="list-style-type: none"> <li>I accept nomination to the above listed contractor licence; and</li> <li>I have a minimum of 2 years recent experience in performing and supervising electrical installation work; (i.e. a statutory declaration from employers stating work carried out, or copies of certificates of compliance that you have signed off as the tester of the work); and</li> <li>I have completed the relevant approved electrical contractors course, including:                             <ul style="list-style-type: none"> <li>UEEL00040: Develop compliance policies and plans to conduct an electrical contracting business</li> <li>UEEEL0002: Apply currency of safe working practices and compliance verification of electrical installations;</li> </ul> </li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>I have been a technical nominee on a contractor's licence within the last 3 years (attach copy of licence)</li> </ul>					
Nominee signature				Date	

**7. Nominee proof of identity (ID)**

You **must attach** either one of the following combinations:

- One primary and two secondary documents; or
- Two primary and one secondary documents from the list below.

ID must include at least one type of primary ID that contains the applicants name and date of birth. If you are unable to provide the required documents please contact NT WorkSafe on 1800 019 115.

Primary document	Select
Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled)	<input type="checkbox"/>
Australian drivers licence	<input type="checkbox"/>
Licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo i.e HRWL licence, working with children's card etc	<input type="checkbox"/>
Proof of Age Card issued by an Australian State or Territory	<input type="checkbox"/>
Identity document issued by an Aboriginal Land Council that has your photograph	<input type="checkbox"/>
Secondary document	Select
Photo ID card showing you are a Commonwealth, State or Territory Government employee	<input type="checkbox"/>
Australian birth certificate/card	<input type="checkbox"/>
Australian citizenship certificate	<input type="checkbox"/>
Medicare, centrelink or health care card	<input type="checkbox"/>
Council rates notice with your name and current residential address	<input type="checkbox"/>
Utilities notice with your name and current residential address	<input type="checkbox"/>
Foreign drivers licence	<input type="checkbox"/>

**8. NT WorkSafe safety alert subscription**

Would you like to [subscribe](#) to the NT WorkSafe safety alerts to receive up to date and current technical updates, media releases, incident information, news and events?

If yes, select the subscription options below:

Safety alerts       Incident information release       Media releases   
 News and events       Technical updates (Electrical, Solar and Gas Sectors)

**9. Receiving licence**

How do you wish to receive the licence?

Post

Collection

**10. Company Director declaration**

I, (company director)			
hereby apply for a change of nominee/s for an electrical contractor's licence on behalf of the below company.			
Company name			
<p>And solemnly and sincerely declare that:</p> <ul style="list-style-type: none"> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>I have read and understood the information contained in this application and associated guidelines; and</li> <li>I and my employees (if any) have been or will be informed that all electrical work in the Northern Territory must be performed in compliance with the <i>Electrical Safety Act 2022</i>, Wiring Rules (AS 3000) and Power &amp; Water Corporation requirements; failure to do so can result in disciplinary proceedings under the <i>Electrical Safety Act 2022</i> or other Northern Territory legislation; and</li> <li>I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration is made at (location)		on (date)	
Applicant signature			
<p><b>Note:</b> Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.</p>			

**Supporting documents checklist**

Prescribed application fee.	<input type="checkbox"/>
Company Director declaration section complete and signed.	<input type="checkbox"/>
Nominee's section completed.	<input type="checkbox"/>
Signed and completed declaration.	<input type="checkbox"/>
Proof of identity (ID) documents attached (section 7).	<input type="checkbox"/>
Copy of current business name extract attached (if applicable)	<input type="checkbox"/>
Copy of ASIC extract (if a company) attached.	<input type="checkbox"/>
List of any secretaries, managers and other executives attached.	<input type="checkbox"/>
<b>Nominee additional requirements</b>	
Copy of current NT electrical worker licence endorsed electrical mechanic attached.	<input type="checkbox"/>
Evidence of 2 years practical experience attached.	<input type="checkbox"/>
Evidence of training certificates or proof of being a technical nominee on a contractor's licence in last 3 years attached.	<input type="checkbox"/>

## 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.

## Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below.

Darwin	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah	
Katherine	Big Rivers Government Centre, 5 First Street	
Tennant Creek	Barkly Business Hub, 63 Haddock Street	
Alice Springs	Ground Floor, The Green Well Building, 50 Bath Street	
1800 193 111	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	GPO Box 9800 Darwin NT 0801

## Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.