

Application for an electrical contractor licence by a sole trader or natural person

Use this form to apply for an electrical contractor licence if you are a sole trader or natural person in accordance with Section 55 of the *Electrical Safety Act 2022* and Part 3 of the Electrical Safety Regulations.

You must have held a current NT unrestricted electrical work licence for a minimum of 2 years to be eligible to apply. If you are a company or partnership please complete the Application for Electrical Contractors Licence - Company or partnership form.

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

Application type:

New Renewal

1. Licence term (select one)

1 year <input type="checkbox"/>	2 years <input type="checkbox"/>	3 years <input type="checkbox"/>
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2. Licence details (renewal only)

Licence number		Expiry	
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3. Applicant details

Surname		Date of birth	
Given name/s			
Registered business/trading name (if applicable)			
Electrical work licence number	A	Expiry date	
Business address			
Suburb		State:	
		Postcode	
Is your postal address the same as above? If no, complete below.			
Postal address			
Suburb		State	
		Postcode	

4. Contact details

Phone number		Mobile number	
Email address*			

*All correspondence is sent out via email, it is important that you provide a valid email address when applying.

5. Eligibility

I hold a current unrestricted electrical work licence.	<input type="checkbox"/>
I have evidence 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.	<input type="checkbox"/>
Evidence of at least \$5,000,000 of public and products liability insurance.	<input type="checkbox"/>

6. Training

Evidence of completion of the approved Electrical Contractors course, including: <ul style="list-style-type: none"> - UEEL0040: Develop compliance policies and plans to conduct an electrical contracting business; - UEEEL0002: Apply currency of safe working practices and compliance verification of electrical installations; 	<input type="checkbox"/>
OR Proof of having been a technical nominee on a contractor licence within the last 3 years.	<input type="checkbox"/>

7. Disclosures

1. In the last 5 years have you been convicted or found guilty of any offence (other than a minor traffic offence)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details below.	
2. Have you ever been a director or a manager of a company which is subject to a winding up order, placed in receivership or administration, or under official management, had a controller appointed, or entered into other arrangements with creditors due to insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details below.	
3. Are you an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment of your remuneration for their benefit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details below.	
4. Are you currently subject of disciplinary proceedings, or an investigation that might lead to disciplinary proceedings in the Northern Territory or another State or Territory?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details below.	

5. Have you ever been disqualified from applying for an electrical licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details below.	
6. Have you ever had an equivalent electrical workers licence under the <i>Electrical Workers and Contractors Act 1978</i> or any electrical legislation in another State, Territory or the Commonwealth refused, or suspended or cancelled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details below.	

8. Proof of identity (ID)

The applicant **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 193 111.

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
Australian birth certificate/card	<input type="checkbox"/>
Australian citizenship certificate	<input type="checkbox"/>
Photo ID card showing you are a Commonwealth, State or Territory Government employee	<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"/>

9. 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?	<input type="checkbox"/>	
If yes, select the subscription options below.		
Safety alerts <input type="checkbox"/>	Incident information release <input type="checkbox"/>	Media releases <input type="checkbox"/>
News and events <input type="checkbox"/>	Technical updates (Electrical, Solar and Gas Sectors) <input type="checkbox"/>	

10. Application declaration

I, (full name)			
Of (address)			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> 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 I have read and understood the information contained in this application and associated guidelines; and 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 & 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 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)	
Applicant signature			
<p>Note: 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"/>
Signed and completed declaration.	<input type="checkbox"/>
Proof of identity (ID) documents attached.	<input type="checkbox"/>
Copy of current NT unrestricted electrical work licence attached.	<input type="checkbox"/>
Evidence of 2 years practical experience attached (section 4).	<input type="checkbox"/>
Evidence of Electrical Contractor course certificate or nominee status on another electrical contractor licence attached (section 5).	<input type="checkbox"/>
Copy of current business name extract attached (if applicable)	<input type="checkbox"/>
Evidence of at least \$5,000,000 of public and products liability insurance 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	territorybusinesscentre@nt.gov.au	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.