

Application for an in-house electrical licence by partnership or company

Use this form to apply for an in-house electrical licence in accordance with Section 55 of the *Electrical Safety Act 2022* and Part 3 of the *Electrical Safety Regulations 2024*.

Note: the listed nominee must have held a current NT unrestricted electrical work licence for a minimum of 2 years.

For more information please visit the [NT WorkSafe'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"/>
---------------------------------	----------------------------------	----------------------------------

2. Licence details (renewal only)

Licence number		Expiry	
----------------	--	--------	--

3. Business details

Partnership <input type="checkbox"/>	Company/Incorporate body <input type="checkbox"/>	Association/Unincorporated body <input type="checkbox"/>	
Company name			
Business name (if applicable)			
ABN	ACN (if applicable)		
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

Contact person		Position	
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. Existing nominee details (renewal only)

Complete your existing nominee details below.			
Full name			
NT licence number	A	Expiry date	
Nominee signature		Date	
Full name			
NT licence number	A	Expiry date	
Nominee signature		Date	

6. Nominated person details (new & renewal – if applicable)

Complete nominated person details below. If more than one, please photocopy and attach to application.					
Surname				Date of birth	
Given name/s					
Electrical work licence number	A		Expiry date		
Postal address					
Suburb			State		Postcode
Phone number			Mobile number		
Email address					
Nominee declaration:					
<ul style="list-style-type: none"> I accept nomination to the above listed contractor licence; and 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 I have completed the relevant approved electrical contractors course, including: <ul style="list-style-type: none"> UEEL00040: Develop compliance policies and plans to conduct an electrical contracting business UEEEL0002: Apply currency of safe working practices and compliance verification of electrical installations; <p>OR</p> <ul style="list-style-type: none"> I have been a technical nominee on a contractor's licence within the last 3 years (attach copy of licence) 					
Nominee signature				Date	

7. Director/Partners details

Complete director/partner details below. If more than one, please photocopy and attach to application.							
Surname				Date of birth			
Given name/s							
Postal address							
Suburb			State		Postcode		
Contact details							
Phone number			Mobile number				
Email address							
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:							

Application for an in-house electrical licence by partnership or company

<p>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?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, quote the date(s) and jurisdiction(s) below.</p>	
<p> </p>	
<p>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?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, quote the date(s) and jurisdiction(s) below.</p>	
<p> </p>	
<p>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?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, provide details below.</p>	
<p> </p>	
<p>5. Have you ever been disqualified from applying for an electrical licence?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, provide details below.</p>	
<p> </p>	
<p>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?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, provide details below.</p>	
<p> </p>	

8. Proof of identity (ID)

Each person associated with the application **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?

If yes, select the subscription options below:

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

10. Receiving licence

How do you wish to receive the licence?

Post

Collection

11. Director declaration

I, (company director)			
hereby apply for an in-house electrical licence on behalf of the below company.			
Company name			
And 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)	
Director signature			
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.			

12. Supporting documents checklist

Prescribed application fee.	<input type="checkbox"/>
Directors/partners section completed.	<input type="checkbox"/>
Nominee's section completed and signed declaration	<input type="checkbox"/>
Proof of identity (ID) documents attached for each person associated with the application.	<input type="checkbox"/>
Evidence of at least \$5,000,000 of public and products liability insurance	<input type="checkbox"/>
Electrical worker's register attached.	<input type="checkbox"/>
Copy of current business name extract attached (if applicable).	<input type="checkbox"/>
Copy of ASIC extract issued within the last 30 days (if a company) attached.	<input type="checkbox"/>
List of any secretaries, managers and other executives attached.	<input type="checkbox"/>
Nominee additional requirements	
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 completing contractor course or proof of being a technical nominee on a contractor's licence in last 3 years attached.	<input type="checkbox"/>

13. 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.

14. 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

15. 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.