

Application for an electrical certificate of compliance book

Use this form to apply for an electrical certificate of compliance book and plates for electrical work. Please review NT WorkSafe Bulletin 'Certificate of Compliance – Electrical Safety' before utilising book.

Note: If a representative is collecting book(s) on behalf of an electrician, they must complete section 4.

Application fee: \$25.00

1. Licence details

Licence number		Licence expiry	
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2. Applicant details

Business name (if applicable)					
Surname					
Given names					
Business/Residential address					
Suburb		State		Postcode	
Contact number					
Email address					

3. Book requirements

Number of books required	
Office use only	
Insert certificate of compliance book serial numbers issued below.	

4. Electrical representative (if applicable)

Name and signature of representative who is authorised to collect books on behalf of electrician.	
Representative name	
Representative signature	

5. Receiving book/s

How do you wish to receive the book/s?	Post <input type="checkbox"/>	Collection <input type="checkbox"/>
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6. Applicant declaration

The information in this application is true and correct to the best of my knowledge. I consent to the Work Health Authority making enquiries and exchanging information with WHS regulators in other States, Territories, or the Commonwealth regarding any matter relevant to this application.		
Applicant name		
Applicant signature	Date	

Checklist

Application is complete and signed	<input type="checkbox"/>
Payment of application fee	<input type="checkbox"/>
Section 4 completed if being collected by electrician's representative	<input type="checkbox"/>
Copy of front and back of Electrical Licence	<input type="checkbox"/>
<ul style="list-style-type: none"> The Electrical Safety Act and Regulations can be accessed on NT WorkSafe's website. Copies of the Electrical Safety publications including Information Bulletins can be accessed on the NT WorkSafe website PowerWater Corporation rules, manuals and standard drawings can be downloaded free of charge by visiting http://www.powerwater.com.au/about_us/publications Remember to contact the Customer Connections Officer's at Power and Water Corporation on (08) 8924 5700 to obtain a Notice of Intention to book. 	

Privacy statement

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 *Information Act 2002* (NT).

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 the Territory Business Centre and 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 *Information Act 2002* (NT), 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, Building 3, 631 Stuart Highway Berrimah NT.
Katherine	Big Rivers Government Centre, 5 First Street
Alice Springs	Ground floor, The Green Well building, 50 Bath Street
Tennant Creek	Barkly Business Hub, 63 Haddock Street
Phone: 1800 193 111 Email: territorybusinesscentre@nt.gov.au Postal: 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.