

Application for an in-house electrical licence by a 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 hold a current NT unrestricted electrical work licence and have been a licensed electrical worker for a minimum of 2 years. An Automatic Mutual Recognition (AMR) notification is not an NT unrestricted electrical worker licence for the purpose of being a nominee.

For more information, please visit the Electrical Safety Regulator section on [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"/>
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2. NT licence details (if applicable)

Licence number	H	Expiry date	
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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	

4. Business Representative's details¹

¹ The Business Representative is the designated contact person for the licence, including general correspondence and notifications from the online certificate of compliance portal.

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. Nominated person details

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			
Phone number			Mobile number		
Email address					
Nominee declaration					
<ul style="list-style-type: none"> I accept nomination to the above listed in-house electrical licence; and I have a minimum of 2 years recent experience in performing electrical installation work; and (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) I have completed the relevant approved electrical contractor's 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 nominee on an Australian contractor's licence within the last 3 years. (attach copy of licence) 					
Nominee signature				Date	

6. Partners/Association/Unincorporated Body members details (for a Company/Incorporated Body.)

Complete partners / association / unincorporated body members details below. If more than one, please photocopy and attach to application.							
Surname				Date of birth			
Given name/s							
Postal address							
Suburb		State		Postcode			
Disclosures							
1. In the last 5 years have you been convicted or found guilty of any offence (other than a minor traffic offence) or are any court proceedings pending? If yes, provide details below:				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2. Have you ever been an officer of a company, partnership and/or an unincorporated association which was subjected 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? If yes, quote the date(s) and jurisdiction(s) below.				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

7. Proof of identity (ID)

The Business representative and Nominated person listed in the application **must attach** the following:

- One primary and one secondary document.

One proof of identify document for each person must contain photo identification (preferably an Australian passport or drivers' licence). If you are unable to provide the required documents, please contact NT WorkSafe. We will verify the identities against existing government records using the ID Match Document Verification Service. This service encrypts the information during verification. You can find out more about the service on the ID Match website - <https://www.idmatch.gov.au>

Consent for document verification

I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.

Business Representative	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nominated Person	Yes <input type="checkbox"/> No <input type="checkbox"/>
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"/>

8. Business Representative declaration

I, (company director / partner / association member)	
hereby apply for an in-house electrical licence on behalf of the below company.	
Business 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>Electricity Reform Act 2000</i>, <i>Wiring Rules (AS 3000)</i> and <i>Power & Water Corporation</i> requirements; failure to do so can result in disciplinary proceedings under the <i>Electrical Workers and Contractors Act 1978</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)
Business representative 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 – See the application fees webpage for current fee.	<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"/>
Copy of current business name extract attached (if applicable).	<input type="checkbox"/>
Copy of ASIC extract setting out details of all directors, secretaries and all other office holders issued within the last 30 days (if a company) attached.	<input type="checkbox"/>
Electrical worker’s register attached (for renewal applications only).	<input type="checkbox"/>
Nominee additional requirements (only for new nominees to the licence)	
Copy of current NT unrestricted electrical work licence attached.	<input type="checkbox"/>
Evidence of 2 years practical experience attached.	<input type="checkbox"/>
Evidence of completing contractor course or proof of being a nominee on a contractor’s licence in last 3 years attached.	<input type="checkbox"/>

Privacy statement

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 the Territory Business Centre 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, or 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.

Electrical Worker's Register

This register is to be completed by all electrical contractors in accordance with under section 53 of the *Electrical Safety Act 2022*. Other formats are acceptable as long as they contain the below information.

Electrical contractor name						Licence number		
I am a sole trader and do not employ any other electrical workers								<input type="checkbox"/>
An electrical contractor company/partnership/association and do not employ any other electrical workers								<input type="checkbox"/>
An electrical contractor and employ other electrical workers as per below details								<input type="checkbox"/>
Employee name	Address	Licence/Apprentice registration no.	Expiry date	Endorsement	Employment start date	Employment end date	Notes/Status	
Electrical contractor signature (Director)						Date updated		