

Application to vary details of an electrical contractor's licence and in-house electrical licence

Use this form to update the details of an electrical contractor licence and in-house electrical licence, including nominated persons on the licence, in accordance with the *Electrical Safety Act 2022*.

If the company has undergone a change of name including the ACN and/or office bearers, you must complete a new application for an electrical contractor licence.

For more information, please visit the Electrical Licensing section of [NT WorkSafe's website](#).

1. Applicant details (authorised contact person)

Surname			
Given name/s			
Phone number		Mobile number	
Email address			

2. Licence details

Licence holder			
Licence number		Expiry date	
Select your current status below.			
Partnership	<input type="checkbox"/>	Company/Incorporated body	<input type="checkbox"/>
Association/Unincorporated body	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>

3. Variation details

Select the applicable change of status below.	
Change to company / partnership details (complete 3.1)	<input type="checkbox"/>
Change to Nominee / Nominees (complete 3.2)	<input type="checkbox"/>
Company name change (complete 3.3)	<input type="checkbox"/>
Adding or changing a trading name (complete 3.4)	<input type="checkbox"/>

3.1 Change to company/partnership details

Business name (if applicable)			
ACN		ABN	
Business address			
Suburb		State	Postcode
Is your postal address the same as the above? If no complete below.			
Postal address			
Suburb		State	Postcode
Contact details			
Phone number		Mobile number	
Email address			

Director 1/Partner 1 details			
Complete current director / partner details below, if more than two please photocopy and attach to the application.			
Full name			
Position held			
Phone number		Mobile number	
Full name			
Position held			
Phone number		Mobile number	
Director 2/Partner 2 details			
Full name			
Position held			
Phone number		Mobile number	
Full name			
Position held			
Phone number		Mobile number	

3.2 Change to Nominee details

Outgoing Nominees details			
Complete outgoing nominee's details below, if more than two please photocopy and attach to the application.			
Outgoing Nominee			
Full name			
Licence number	A	Expiry date	
Postal address			
Suburb		State	Postcode
Phone number		Mobile number	
Outgoing Nominee 2			
Full name			
Licence number	A	Expiry date	
Postal address			
Suburb		State	Postcode
Phone number		Mobile number	

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Incoming Nominee 1					
Complete incoming nominee's details below, if more than two please photocopy and attach to the application.					
Full name					
Licence number	A	Expiry date			
Postal address					
Suburb			State		Postcode
Phone number			Mobile number		
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 and supervising 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	
Incoming Nominee 2					
Complete incoming nominee's details below, if more than two please photocopy and attach to the application.					
Full name					
Licence number	A	Expiry date			
Postal address					
Suburb			State		Postcode
Phone number			Mobile number		
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 and supervising 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	

3.3 Change of company name

If you are changing the name of the company, a company/business extract must be attached showing updated details.	
Previous company name	
New company name	
Previous business name (if applicable)	
New business name (if applicable)	

3.4 Adding or changing a trading name

If you are adding a trading name to your current registration you must supply a current company/business extract showing the updated details.	
New trading name	
Registration date	

3.5 Proof of identity (ID)

The applicant **must attach** the following:

- One primary and one secondary documents.

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.

We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your 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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	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"/>
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"/>

4. Director/Partner/Applicant declaration

I,			
hereby apply to vary the details of an electrical contractor's licence on behalf of the below company/partnership/myself.			
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>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			
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.			

Supporting documents checklist

Signed and completed declaration.	<input type="checkbox"/>
Identification as set out in section 4.	<input type="checkbox"/>
Copy of current business name extract attached (if applicable).	<input type="checkbox"/>
Copy of ASIC extract attached (if a company).	<input type="checkbox"/>
List of any secretaries, managers and other executives (if applicable – company/partnership).	<input type="checkbox"/>
Nominee additional requirements (for new nominees to the licence)	
Copy of current NT unrestricted electrical work licence attached.	<input type="checkbox"/>
Evidence of 2 years practical experience is 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 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