



Obtaining an Electrical Contractors Licence

Fact Sheet

Requirement to hold a Licence

In Western Australia, the Electricity (Licensing) Regulations 1991 provide that electrical contracting work may only be carried out by persons holding the appropriate electrical Licence, as issued by the Electrical Licensing Board.

Regulation 36 provides for the issue of an Electrical Contractor's Licence to a sole trader (your own name), a firm (partnership), or a body corporate (Australian private company, Australian public company, other incorporated entity or other unincorporated).

Note: The Regulations do **not** provide for the issue of a Licence to a Trust.

Eligibility requirements to apply for a Licence

Legal Name

When applying for a Licence, the applicant's legal name is the entity's name that appears on all official documents or legal paper (e.g. John Citizen for an individual or John Citizen Electrics Pty Ltd in the case of a body corporate).

Where the legal entity is a body corporate, the organisation must be registered with the Australian Securities and Investments Commission (ASIC) and documentary evidence will need to be provided with the application.

Trading name

A trading name is the name under which the applicant trades, or is known as, by its suppliers and customers and may be different from the applicant's legal name. A trading name must be registered with ASIC and documentary evidence will need to be provided with the application.

Insurance

Regulation 36 requires that the applicant holds with a reputable insurer a current policy of insurance against civil liability, in respect of the work of an electrical contractor. Documentary evidence will need to be provided with the application. The Certificate of Currency **must be issued in the last 30 days**.

Requirement of management

Regulation 36 requires that the applicant, or at least one person **in the employ** of the applicant who is concerned in the management or conduct of the business, understands fully the duties and obligations imposed by the regulations, the *Electricity Act 1945* and the *Energy Coordination Act 1994* and has therefore successfully completed the following modules of the Electrical Contractor Training Program (ECTP):

- General Legislative Requirements; and
- Establishing a Contracting Business.

Note: Applicants may be eligible for recognition of prior learning (RPL) and should check with an approved Registered Training Organisation (RTO) shown below.

Where the person concerned in the management or conduct of the business has not been a management representative on a WA Electrical Contractor's Licence within the past five years, or has not completed the training within the past five years, they will be required to enrol in and complete successfully this part of the ECTP.

Interstate Applicants - wanting Exemption from undertaking the **two Business Modules** of the Electrical Contractors Program you must supply a clear copy of your current Electrical Contractor's Licence registration from Australia or New Zealand **in your own name**. If it is in the name of a partnership or Pty Ltd Company the current Electrical Contractor's Licence must also be accompanied by a Letter from your Regulator stating you are the registered Business Person on this Licence to qualify for the exemption.

Requirement of nominee

Regulation 36 requires that the applicant, or at least one person **in the employ** of the applicant, is the holder of a current Western Australian Electrician's Licence and that person has, to the satisfaction of the Electrical Licensing Board, completed the following modules of the ECTP:

- Operation (Electrical) Legislative Requirements; and
- Electrical Requirements.

Where the Electrician has not been a nominee on a WA Electrical Contractor's Licence or a WA In-House Electrical Installing Work Licence within the past two years, or has not completed the training within the past two years, they will be required to enrol in and complete successfully this part of the ECTP.

Interstate Applicants are required to hold a West Australian Electrician's Licence and complete successfully the nominee modules of the ECTP as these modules relate to local requirements in Western Australia.

Undertaking the Electrical Contractor Training Program (ECTP)

The four modules of the ECTP are designed to broaden knowledge and skills in electrical installation practices in, statutory requirements, inspection of electrical installation work, job management and business operations.

The following RTO's are approved by the Board to deliver the relevant modules of the ECTP:

College of Electrical Training (Joondalup and Jandakot)	9233 5000
Combined Skills Training Association	9440 3600
South Metropolitan TAFE (Thornlie Campus)	9267 7537

Applying for an Electrical Contractor's Licence

To apply for an Electrical Contractor's Licence, applicants are required to:

- Submit a completed application form, signed by all relevant parties.
- Provide evidence of successful completion of the ECTP.
- Where the applicant is trading in other than their own legal name, a copy of the Company Extract and if applicable the Business Name Extract issued by the Australian Securities and Investments Commission is required.
- Provide a copy of a Certificate of Currency issued within the last 30 days for a policy of insurance with a reputable insurer that provides a civil liability, in respect of the work of an electrical contractor, including the Legal Entity Name and if applicable the Trading Name.
- Proof of identification, in accordance with the Proof of Identification Fact Sheet, is required for Sole Trader applicants, Management Representatives and Nominees.
- For interstate applicants wanting Exemption from undertaking the two Business Modules of the Electrical Contractors Program must supply a clear copy of your current electrical contractor's Licence registration from Australia or New Zealand in your own name. If it is in the name of a partnership or Pty Ltd Company the current Electrical Contractor's Licence must also be accompanied by a Letter from your Regulator stating you are the registered Business Person on this Licence.
- Payment of a Non-refundable application fee (refer to current application form).
- Payment of a Registration fee (refer to current application form).

Completed applications can be submitted by:

Postal Address:	Building and Energy Licensing Office Locked Bag 100 EAST PERTH WA 6892	In Person:	Building and Energy 303 Sevenoaks Street (entrance Grose Avenue) CANNINGTON WA 6107 Office Hours: 8:30am to 4:30pm Mon to Fri
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