



# Obtaining an In-House Electrical Installing Work Licence

Fact Sheet

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## 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 38 provides for the issue of an In-House Electrical Installing Work Licence where an employer engages or employs an electrical worker to carry out electrical installing work other than maintenance work in respect only of premises owned, leased, or occupied by the employer.

## 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.

### 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 Electrical Contractor Training Program (ECTP):

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

Where the Electrician has not been a nominee on an Electrical Contractor's Licence or an 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 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 nominee modules of the ECTP are designed to broaden knowledge and skills in electrical installation practices in, statutory requirements and inspection of electrical installation work.

The following Registered Training Organisations (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 In-House Electrical Installing Work Licence

To apply for an In-House Electrical Installing Work Licence, applicants are required to:

- Submit a completed application form, signed by all relevant parties.
- Provide evidence of successful completion of the nominee modules 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.
- Proof of identification, in accordance with the Proof of Identification Fact Sheet, is required for Sole Trader applicants and Nominees.
- 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