

Fact Sheet

Obtaining an Electrical Contractor's Licence

July 2008

The Regulations

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

What are the requirements?

To obtain an electrical contractor's licence, applicants are required to:

- Complete the appropriate application form.
- Pay the application fee.
- Complete required modules of the Electrical Contractor Training Program.
- Provide a copy of a Certificate of Currency from a reputable insurer providing civil liability in respect of the work of an electrical contractor
- Where you are trading in a name other than your own, a copy of the Business Name Extract issued by the Consumer Protection Division of the WA Department of Consumer and Employment Protection and the Company Extract issued by the Australian Securities and Investments Commission (where applicable).
- Pay the registration fee.

Why do I require training?

A requirement for the issue of an electrical contractor's licence is successful completion of the Electrical Contractor Training Program. The four module program is designed to broaden the knowledge and skills in electrical installation practices, statutory requirements, inspection of electrical installation work, job management and business operations.

The two modules required of the person concerned with the management or conduct of the business are:

- Establishing a Contracting Business
- General Legislative Requirements

In accordance with current Board policy, an applicant is required to make an application for a Contractor's licence where they have been a nominee within the last five years or have completed their training within the last five years. After five years, an applicant will be required to re-enrol and complete this part of the training program.

Those persons named as **nominee** on the licence are required to complete the following two modules:

- Operation (Electrical) Legislative Requirements
- Electrical Requirements

In accordance with current Board policy, an applicant is required to make an application for a Contractor's or In-house licence or be named as a nominee within two years of completion of the course. After two years, an applicant will be required to re-enrol and complete this part of the training program.

Interstate Applicants

Applicants seeking a licence in recognition of a current licence from another State or Territory of Australia as a sole trader or a person nominated by a firm or body corporate, must have completed modules **Electrical Requirements** and **Operational (Electrical) Legislative Requirements** of the Electrical Contractor Training Programme in Western Australia within the last two years.

Recognition of Prior Learning

You may make application to be recognised for your prior learning in place of undertaking the required business modules. To do this, please contact one of the approved training providers:

College of Electrical Training
Telephone: 9240 7700

OR

Combined Skills Training Association
Telephone: 9440 3522

Am I eligible for a contractor's licence in WA?

Individual applicants and all nominees must hold a current Western Australian Electrician's Licence.

How do I become a nominee for an electrical contractor's licence?

- Complete and submit the appropriate application form.
- Successfully complete modules Operation (Electrical) Legislative Requirements and Electrical Requirements of the Electrical Contractor Training Program.

Where do I send my application?

To: Licensing Office
EnergySafety
PO Box 135
CANNINGTON WA 6987

EnergySafety
303 Sevenoaks Street
(Corner Grose Avenue)
CANNINGTON WA 6107
Licensing Office Hours – 8:30am to 5:00pm Mon to Fri