
How To Renew Electrical Contractor's Licence

Occupational Licensing Act 2005

To be able to continue to contract for 'electrical work' you must be licensed as an electrical contractor.

Commencing 1 September 2009, an electrical contractor's licence that has been approved for renewal will be issued with new type of ID card.

All applicants who reside in Tasmania

- Will be required to lodge their renewal application and pay licence fee at Service Tasmania shop.
- When lodging your application you need to check and/or complete all details, answer questions and have your application signed and witnessed.
- The Service Tasmania shop Customer Service Operator will:
 - accept your application;
 - record your details;
 - receipt your payment/issue receipt.
- Your application will be forwarded to Workplace Standards Tasmania (WST) for processing.
- You will initially receive confirmation that your licence has been renewed and within 10 – 15 business days from receipt of your application at WST, your ID card will be forwarded to you.

Applicants who reside Interstate

- Mail your renewal application together with licence fee payment (cheque/credit card details) to Workplace Standards Tasmania, PO Box 56, Rosny Park, Tas 7018.
- You will initially receive confirmation that your licence has been renewed and within 10 - 15 business days from receipt of your application at WST, your photo ID card will be forwarded to you.

Fees

The licence fee that applies to electrical contractors who wish to continue working in Tasmania is **\$305.90** (\$266.00 for a one year licence and a \$39.90 application fee). There is no GST component in these fees. Applications received within 2 months after the commencement date of the new licence term, will incur a late application fee of \$133.00, making the new total payable for your licence **\$399.00**.

Renewal Period

The licence renewal period is for one year.

Please Note:

- Complete a Change in Nomination of Manager form, if there has been a change of manager from the last licence period. Form is available from this office or via our website.
- Ensure that your nominated manager's electrician's licence is and remains current.
- Provide your Public Liability policy insurance particulars on the renewal application.
- Sign the declaration on the last page of the renewal application and have it witnessed.

Copies of the Occupational Licensing Act 2005 can be purchased from the Print Applied Technology Pty Ltd Telephone (03) 6233 3289 or download from www.wst.tas.gov.au/ola