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## How to Apply Electrical Contractor's Licence

*Occupational Licensing Act 2005*

This licence is issued to the business and entitles the holder to enter into contracts for electrical work. An electrical contractor must employ a suitable nominated manager as detailed in the *Occupational Licensing Act 2005* and associated regulations.

A suitably authorised person of the business must complete the electrical contractor's licence application form and a suitably qualified person must complete the nomination of manager form (this is sometimes the same person).

### The following must accompany the application form:

- A copy of Certificate of the Registration of a Company and/or Certificate of the Registration of a Business Name showing ABN and ACN. (Only applies to companies and registered businesses).
- A Certificate of Currency as evidence that the business holds insurance cover that indemnifies you for:  
(a) any liability to pay for the cost of rectifying any prescribed work required because of defects in the prescribed work; (b) any trade practices liability; (c) any public liability of not less than \$5,000,000; and (d) any completed work liability. For full details of the insurance cover required under the *Occupational Licensing Act 2005*, you should refer to our website: [www.wst.tas.gov.au/ola](http://www.wst.tas.gov.au/ola) under Notices.  
The insurance company document should also show the parties insured and dates of coverage.
- A completed Nomination of Manager form, by an appropriately qualified person (complete with attached evidence verifying a, b, c, or d below).
- If applicable, evidence that your business (or the nominated manager) currently holds a contractor's licence in another State or Territory of Australia (a photocopy of both sides of the licence would normally be sufficient).
- **Applicants who reside in Tasmania** will be required to lodge their application together with support documentation and pay licence fee at any Service Tasmania shop.
- **Interstate** applicants can mail their application together with licence fee (cheque/credit card details) to Workplace Standards Tasmania, PO Box 56, Rosny Park, Tas 7018.
- Application and licence fee as listed on the electrical contractor's licence application form.

### **Note:**

The person seeking to be a nominated manager must be licensed as an electrical practitioner in Tasmania, **and either**

a) have successfully completed the recognised short course at a Registered Training Organisation (RTO), such as TAFE in 'electrotechnology contracting' within the past four years.

**or**

b) are currently a nominated manager (of an electrical contractor's business),

**or**

c) has been a nominated manager of an electrical contractor's licence, within three years of this application,

**or**

d) currently hold an equivalent interstate qualification (ie an equivalent licence).

All nominated manager applicants must have held an electrical practitioner's licence or equivalent for a period of at least one year.

Completion of any RTO training as part of the requirement to become a nominated manager does not mean you are automatically granted a licence. Each application will be individually assessed against the criteria.

Please send photocopies of your supporting evidence, not your originals, as we will retain these on file.