

## Guideline for the renewal or reinstatement of a Queensland electrical contractor licence

This guide is designed to assist you with your application for the:

- renewal of your current electrical contractor licence; or
- reinstatement of your electrical contractor licence that has been expired for less than one year.

Please note that you cannot renew or reinstate your electrical contractor licence if:

- it has been expired for more than one year; or
- you have changed the structure of your business (e.g. changed from sole trader to a company); or
- you have changed your ABN.

In these circumstances you will need to apply for a new electrical contractor licence.

There are severe penalties under the *Electrical Safety Act 2002* for conducting a business that includes the performance of electrical contracting work without a licence.

To be accepted, an application must include the completed form and the full fee. Reading and following these guidelines will ensure your application is completed correctly, reducing possible delays in processing. You must ensure that you meet the eligibility requirements for the licence before submitting your application. An incorrect or incomplete application may be considered as withdrawn or refused and the department will retain a portion of the application fee to offset processing costs.

An electrical contractor licence is issued for a period of one year and it is the responsibility of the electrical contractor to ensure the licence is renewed prior to the expiry date.

Approximately one month before your licence expires you will be sent a pre-printed application form for renewal. The form will contain a unique serial number, your licence number and your customer reference number (CRN). These numbers are required to access your individual record if you choose to submit your application on-line.

To use the on-line facilities, or to find out more information about electrical licensing, visit the Electrical Safety Office website ([www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)) and follow the prompts.

### **THE APPLICATION FORM**

The application form must be the current version of the application for the renewal or reinstatement of a Queensland electrical contractor licence (form 19). See [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)

#### **Section 1 — Do you wish to renew your licence?**

If you wish to renew your electrical contractor licence tick the “Yes” box and complete the remainder of the form.

If you do not wish to renew your electrical contractor licence tick the “No” box and make declaration in the relevant part of section six. No further details are required.

#### **Section 2 — Current details**

Your contact details held on the electrical licensing system have been pre-printed on the application form. If these details are not correct please provide your correct details in the spaces provided on page two. Do not write over the pre-printed contact details.

### Licence—restrictions/conditions

Licence restrictions and conditions are determined by the scope of work to be performed, your qualified technical person's electrical work licence and the courses of instruction or examination they have undertaken. Your qualified person details are on page two of the renewal form.

### Legal name and ABN

An electrical contractor licence can only be held by an individual, a partnership or a corporation (s40, s41, s42 *Electrical Safety Regulation 2002*). An electrical contractor licence cannot be issued to a trust. An electrical contractor licence can be issued to the trustee of a trust. The trustee will have to satisfy the relevant eligibility requirements. The Australian Business Number (ABN) you supply must be attached to the legal name on your contractor licence.

### Business names

If you have provided details of a new business name then you are required to send in a certificate of registration, issued by the Office of Fair Trading in Queensland. If you have provided details of a new company name you must send in a certificate of registration, issued by the Australian Securities and Investments Commission (ASIC).

### Business details

Changes to details for the business and postal address phone, mobile email and facsimile, can be made on the application form and do not require any supporting documentation.

Remember it is your responsibility to notify of any new contact details within 14 days of change. Current contact details allow the department to easily contact you with important information regarding your licence.

To Do

- Check details on licence.
- Current details correct or provide new details.
- If business name details have changed, attach a certificate of business name registration to this application.

### Qualified persons

Each electrical contractor licence must have at least one qualified technical person and one qualified business person. The technical/business person can be the one person.

A qualified person must be an individual who has a particular relationship with the applicant (s7(3) of the *Electrical Safety Regulation 2002*). In most instances a qualified person will be your employee. Depending on the structure of your business your qualified person could also be a member of the partnership or member or executive officer of the corporation.

All electrical work must be performed or supervised by a qualified technical person.

Changes to the qualified persons on your licence cannot be made using this form. If the qualified persons listed on the application form are not correct please submit an *Application for change of qualified person on a contractor licence* (form 20) along with this application. Forms are available on the ESO website.

To Do

- Ensure existing qualified person/s details are correct. If a qualified person has changed submit an *Application for change of qualified person on a contractor licence* (form 20) with the renewal application.

### Section 3 — Liability insurance

Section 43 of the *Electrical Safety Regulation 2002* prescribes the financial and insurance requirements for an electrical contractor licence.

All electrical contractors are required to hold current public liability insurance for at least \$5,000,000 under a contract of insurance approved by the Chief Executive. Evidence to be provided includes a

Department of Justice and Attorney-General 'certificate of currency' or an alternative form of documented evidence from a Australian Prudential Regulation Authority (APRA) authorised insurer/s confirming the policy meets the chief executive's requirements.

Any alternative forms of documented evidence of insurance **must** verify the insurer's identity by letterhead or company stamp and include the insurance details covered by the certificate of currency, specifically:

- a policy including cover for goods in care, custody or control arising from:
  - liability arising from testing and certification of work
  - resultant injury, loss or damage arising from a faulty design designed or installed by the policy holder; and
  - resultant injury, loss or damage arising from incorrect advice given by the policy holder; and
- consumer protection liability for \$50,000; and
- nominate that the insurance is provided for the purposes of meeting the insurance requirements for an electrical contractor licence under the *Electrical Safety Regulation 2002*.

It is acceptable for two APRA authorised insurers to combine to provide the complete package of insurance, with one insurer providing the consumer protection liability component and the other the remainder. Each component must be evidenced by either the certificate of currency or another form of documented evidence.

The evidence of insurance must nominate the applicant's full legal name in the 'name of the insured'.

It is acceptable to nominate the "legal name t/a business name". For example, if the company's legal name is ABC Pty Ltd and their business name is Sparkies, the name of insured can be "ABC Pty Ltd trading as Sparkies". When the licence is held by a trustee, the trustee's full legal entity should be nominated e.g. ABC Pty Ltd ATF the XYZ Family Trust.

**To Do**

- Ensure the insurance policy is current**
- Ensure your insurer has provided a certificate of currency**
- Attach an original or verified copy of the certificate of currency**

#### **Section 4 — Financial requirements**

The applicant must provide evidence of the financial requirements as required under section 43 of the *Electrical Safety Regulation 2002*. For the renewal process it is sufficient to make declaration on the application form. However, should you be required to participate in an audit you will be required to provide documents in support of your declaration.

Individuals and partnerships must declare that they have net realisable assets or assets available for disposal to the value of \$5,000.

Corporations must declare that they have net realisable assets or assets available for disposal to the value of \$10,000.

"Net realisable assets" means the 'net realisable value' of the assets owned solely by the applicant less liabilities.

In the event of an audit, acceptable evidence includes bank statements, credit card statements, overdraft statements or mortgage statements from an authorised deposit-taking institution/financial institution.

**To Do**

- Ensure the declaration has been signed for the financial requirements**

## Section 5 — Fee

The prescribed fee for renewing or reinstating an electrical contractor licence for one year is \$288.30. An application will not be accepted unless full payment is received. The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 7 the *Electrical Safety Regulation 2002* which can be located at the ESO website: [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

If you are sending your application in the mail then you can pay by cheque, money order, credit card or BPay. Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. You must use BPay if you are submitting an online application. Please do not post cash in the mail.

**To Do**

Pay the full fee of \$288.30

## Section 6 — Declaration

You must sign the declaration on the form or, if submitting the application online, accept the terms and conditions of the application.

The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the eligibility requirements for the duration of the licence.

The declaration can be made by either the applicant or a person authorised by the applicant to sign the declaration. For example, if the applicant is a corporation the person authorised to sign the declaration is an authorised director of the corporation. It is important to provide details of the person who signs the application form since all written correspondence for the contractor will be addressed to this person.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

**To Do**

Ensure the declaration has been signed and details of the person provided

## Section 7 — Lodging this form

You may either complete and lodge the application on-line, or send the application to the PO box address provided.

### Providing documentation

Documentation in support of your application, e.g. certificate of business name registration, should be sent with your application. If you are lodging on-line you will need to send your supporting documentation immediately after submitting your application. You will be taken to have withdrawn your application if all supporting documentation is not received within 28 days of your application being submitted.

You must provide copies that have been verified or certified. A copy can be certified by a Justice of the Peace (qualified) or a Commissioner of Declarations, or verified by an authorised officer using the department's Document Declaration form, available on the Electrical Safety Office's website located at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

### Privacy statement

The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application.

## **Electrical Safety Office audits**

In the interests of electrical safety the Electrical Safety Office is conducting random licence application audits to ensure that applicants are complying with the legislation. In the event of an audit you will be required to provide certified/verified evidence as detailed on your application.

### **APPLICATION CHECKLIST**

- Information held about your licence is correct
- Contact details are correct
- Legal name and ABN correspond
- Evidence supporting changes in business or company name attached
- Qualified person details are correct
- Certificate of currency or other documented evidence of insurance policy is attached to application or is being forwarded.
- Financial requirements confirmed
- Full fee included with application
- Declaration has been signed

### **APPLICATION FOR REVIEW OR APPEAL OF DECISION**

Under Section 168 of the Electrical Safety Act 2002 (the Act) a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. Under Section 172 of the Act a person (including a corporation or body corporate), whose interests are affected by a disciplinary decision, original decision or review decision may appeal against the decision to the industrial court.

### **NEED MORE INFORMATION?**

Contact Information, Registration and Licensing Services, Department of Justice and Attorney-General:

Telephone: 1300 650 662 (within Queensland)  
Telephone: (07) 3247 4711 (outside Queensland)  
Facsimile: (07) 3247 9453  
Website: [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)