

# Restricted electrical licences

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This electrical note sets out the system of restricted electrical licensing in the ACT.

### Legal basis

The Construction Occupations Section (COS) of ACT Planning and Land Authority (The Authority) administers the Construction Occupations (Licensing) Act 2004. This electrical note describes the regulatory framework for electrical licensing from 1 September 2004.

### Restricted electrician's licence

An ACT licence is required to carry out most electrical wiring work in the ACT.

Restricted electrical licences allow you to carry out electrical work incidental to your trade. Incidental work may include fault-finding on equipment or changing like for like equipment by disconnecting and reconnecting the fixed wiring. It does not include any other changes to the fixed wiring.

If you are not an electrician, but qualified in one of the trades listed below you may be eligible for a restricted electrical licence. The restricted electrical licence is endorsed with name of the trade. The trades are:

- Plumbing and gas fitting
- Refrigeration and air conditioning
- Mechanical fitting
- Electrical fitting
- Type B gas appliance fitter

### Obtaining a licence

To obtain a restricted electrical licence you must fill in a form, pay an application fee and demonstrate your trade and electrical qualifications. With the form you must include a letter from your employer if you are an employee, or a written submission of your own if you are self employed, describing your

primary function and requirement for a restricted licence.

The electrical qualifications include both theoretical understanding (off the-job-training) and practical experience of the electrical wiring work that is part of a restricted electrical licence

### Off-the-job training

In addition to a trade qualification, you must have competencies in:

- Occupational health and safety procedures associated with electrical work; and
- Disconnection and reconnection of fixed wired equipment rated up to 650 V.

If your trade is electrical fitting, or if it is refrigeration and air conditioning and you were trained from 1996 on, you will not need to undertake special courses.

If you have not taken one of these courses but consider that you have already achieved these competencies, you should ring the Authority to discuss this. You may be referred to a registered training provider, who will assess your competence. The training provider will charge you a fee.

Otherwise, the Faculty of Engineering and Construction at the Canberra Institute of Technology has a 54-hour course that covers these two competencies and is accepted by the Authority.

### Practical experience

You must provide a record of your practical experience in incidental electrical work associated with your trade. You are expected to do this by recording each electrical job in a logbook. The Authority can supply you with the logbook. The logbook has space for 25 entries. Normally it will take you a year to complete it but an application will be

considered after three months if you have completed the logbook within that time.

### **Supervision of practical experience**

A qualified person must supervise all your practical experience. The supervision must be provided by a person who holds either an unrestricted electrician's licence or a restricted electrical licence endorsed with the same trade as yours. The supervisor must ensure that the work is carried out safely and correctly. To verify this the supervisor is expected to sign-off each logbook entry.

### **Restricted electrical permit - If your practical experience is inadequate**

If you have a suitable trade background and off-the-job training but cannot demonstrate appropriate practical experience, you may be issued a restricted electrical permit. This will allow you to carry out restricted electrical work under supervision as described earlier in this electrical note. You can keep a logbook and apply for a restricted electrical licence once you can demonstrate sufficient experience.

### **Assessment of skills**

If you have relevant theoretical skills without holding formal evidence of competency, and want to obtain a restricted electrical licence, you may arrange through the Authority to have your skills assessed.

The formal assessment of your off-the-job skills will be provided through a registered training provider. You will have to pay the training provider a fee.

### **If you plan to qualify for a restricted licence**

If you and your employer intend for you to qualify for a restricted electrical licence, it is in your interest to contact one of the Authority's licensing officers.

You should bring a letter from your employer stating what kind of electrical work is involved, that you require the licence for the purpose of your employment, and the names and licence details of those who will be supervising you whilst gaining your on-the-job

training. The Authority's licensing unit will give you advice relevant to your situation. It will include the units of competence and the areas of related work.

### **Mutual recognition**

If you hold a licence in another part of Australia or in New Zealand that entitles you to carry out restricted electrical work, you are entitled to an ACT licence that allows you to carry out the equivalent work. You must fill in a form, provide a copy of the licence you already hold and pay a fee. If you hold a licence in more than one other place, you must tell us about all of them but you need only provide a copy of one licence.

### **Renewal of licences**

A restricted electrical licence is valid for three years. A restricted electrical permit is valid for one year. Renewal involves filling out a form and paying a fee. Application for renewal must be made before the old licence expires. If it is not, the licence must be applied for over again.

### **How much are the fees?**

The current application and licence fees appear in the ACT Planning and Land Authority's Fees and Charges booklet. It is available on the Authority's Internet site or at the Construction Occupations licensing counter. Fees usually change in July each year.

### **Further information**

Applications forms for licenses and further information and advice are available from the COS licensing counter at:

Ground floor north  
Dame Pattie Menzies House  
16 Challis Street  
Dickson ACT 2602  
Ph: 02 6207 8096  
Fax: 02 6207 6324

and the ACT Planning and Land Authority website [www.actpla.act.gov.au](http://www.actpla.act.gov.au)