



Electrical Licensing Board Policy Number ELB – EC004 – 12/2022	
Requirements to be Granted an Exemption to Hold an Electrical Contractor’s Licence	
Purpose	This policy provides the criteria the Electrical Licensing Board require to be met for a licensed electrician to be granted an exemption from the need to hold an electrical contractor’s licence to carry out electrical installing work on a residential premises.
Regulation/s	The following Regulations of the Electricity (Licensing) Regulations 1991 (the Regulations) apply to this policy: <ul style="list-style-type: none">• Regulation 3(1)• Regulation 33(2)(a)
Scope of Work and Definitions	<p>Electrical contractor means a person who carries on business as an electrician but does not include an electrician when acting in the capacity of an employee of an electrical contractor.</p> <p>Electrical contractor’s licence means an electrical contractor’s licence issued under Part 4 of the Regulations.</p> <p>Electrical installing work means electrical work that consists of assembling and fixing in place, altering or adding to any electrical installation or maintaining, removing or connecting to fixed wiring, any electrical equipment.</p>
Policy	<p>In accordance with r.33(2)(a) the Board may exempt a person from the requirement to hold an electrical contractors licence when carrying out installing work.</p> <p>This policy provides for the exemption from the need to hold an electrical contractor’s licence to carry out electrical installing work on residential premises owned by the applicant or their immediate family, for no gain or reward.</p> <p>For the purpose of this policy, persons considered immediate family are:</p> <ul style="list-style-type: none">• Spouse / Partner• Children of yourself or your spouse/partner• Parents• Grandparents• Siblings• Grandchildren <p>To satisfy the Board an applicant must complete an application and provide proof of ownership for the premises where the electrical installing work is to be carried out.</p>

	<p>Notifiable and non-notifiable work</p> <p>In the case of notifiable electrical installing work, the applying electrician is to be issued a:</p> <ul style="list-style-type: none"> • Preliminary Notice and Notice of Completion form; • Electrical Safety Certificate; and • Installation Test Certificate. <p>In the case of non-notifiable electrical installing work, the applying electrician is to be issued an:</p> <ul style="list-style-type: none"> • Electrical Safety Certificate.
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	<p>General</p> <p>The person exempted under r.33(2)(a) is only authorised to carry out work as specified in the exemption application. If there are any changes to the work, equipment or its specifications then a new application is required for the Board's consideration.</p> <p>Although there is no legislative requirement for a person to hold a current policy of insurance against civil liability in respect of the works performed under this exemption, all applicants should strongly consider obtaining such a policy in order to protect against any claim which may arise from the work.</p> <p>The policy does not constrain the Board's capacity to depart from this policy as appropriate to the circumstances of any particular application.</p>
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Endorsement	<p>This policy was endorsed by the Electrical Licensing Board at its meeting held on 15 December 2022.</p> <p>This policy supersedes ELB – EC004 – 12/2012 - Requirements to be granted an Exemption to Hold an Electrical Contractor's Licence.</p>
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Resolved by the Board	Meeting Date: 15 December 2022	Item Number:
Chairperson	Signature 	Date: 15/12/2022
Next review	January 2025	