

Table of Contents

Electrician Obligations for Electrical Installing Work	3
Types of Electrical eNotice Users	4
What can an Electrical Contractor (EC) do	4
What can a Nominee (EW) do	4
What can an Electrical Worker (EW) do	4
What can Administration Users do	4
Process Guide	5
How To: Register on eNotice	5
How To: Lodge for Notifiable Work	5
How To: Lodge for Non-Notifiable Work	5
How To: Amend a Lodgement	5
Preliminary Notice	5
Notice of Completion	5
Electrical Safety Certificate	5
How To: Allow your Electrical Workers to Lodge PN and/or ESC	5
eNotice Login Page	6
First-time Registration for eNotice	7
Security Code	8
Registration Email	9
eNotice Main Menu (EW Licence)	10
Lodge Preliminary Notice	11
Electrical Contractor	11
Type of Work	12
Meter Details	13
Validate Meter Number	14
Installation Location	15
Validate Address	16
Network Operator	17
Contact Details	18
Installation Type	19
Details of Work	20
Details of Work Scope	21
Installation Items	22
Work Description	23
General Information	24
Review and Certify (Part 1)	25
Review and Certify (Part 2)	26

Lodge Notice of Completion.....	27
Preliminary Notice Details.....	27
Preliminary Notice Details Changed.....	28
Certification of Electrical Installing Work (Part 1).....	29
Certification of Electrical Installing Work (Part 2).....	30
Review and Certify (Part 1).....	31
Review and Certify (Part 2).....	32
Lodge Electrical Safety Certificate.....	33
Notice of Completion Details.....	33
Details of RCD Protection.....	34
Defect Details.....	35
Review and Certify (Part 1).....	36
Review and Certify (Part 2).....	37
Lodge Electrical Safety Certificate (Non-Notifiable Work – Inspection Only).....	38
Notice of Completion.....	38
Electrical Contractor.....	39
Type of Work.....	40
Meter Details.....	41
Location Details.....	42
Validate Address.....	43
Contact Details.....	44
Details of Work Completed.....	45
Details of RCD Protection.....	46
Defect Details.....	47
Review and Certify (Part 1).....	48
Review and Certify (Part 2).....	49
New (from existing).....	50
Past Lodgements.....	51
Search Criteria.....	51
Result Listings.....	52
Amendment (Preliminary Notice).....	53
Amendment (Notice of Completion).....	54
Amendment (Electrical Safety Certificate).....	55
Drafts.....	56
My Clients.....	57
Registered Clients.....	57
Add New Client.....	58
My Details.....	59
eNotice Main Menu (EC Licence).....	60
User Management.....	61
Registered Users.....	61
Add New Authority.....	62
Add New User.....	63

Electrician Obligations for Electrical Installing Work

Notifiable Work refers to electrical installing work which can be defined on the DMIRS website: <https://www.commerce.wa.gov.au/building-and-energy/frequently-asked-questions-electricians#what-is-notifiable-work->.

The below flow chart is designed to assist with the lodgement process for Notifiable Work. For Non-Notifiable Work, an Electrical Safety Certificate can be lodged as a standalone submission when required.

Notifiable Work Lodgement Process

1. Preliminary Notice (PN)

- A Preliminary Notice is required to be submitted before the proposed electrical installing work is commenced.

2. Notice of Completion (NOC)

- A Notice of Completion is required to be submitted within 3 working days of completion of the work.

3. Electrical Safety Certificate (ESC)

- An Electrical Safety Certificate is required to be submitted within 28 days of completion of the electrical work.

Types of Electrical eNotice Users

Before Notices of Completion can be lodged, each Nominee (including those who also hold an Electrical Contractor licence) must self-register in eNotice under your/their own Electrical Worker licence. Electrical Contractors can then set up other people in their company as eNotice users.

What can an Electrical Contractor (EC) do

An Electrical Contractor can register the EC licence through eNotice. Once registered, the EC can create drafts of a Preliminary Notice, Notice of Completion, and Electrical Safety Certificate as well as lodge Preliminary Notices.

User Management functions will also be available, allowing the EC to create Administration Users and specify their Types of Access, and add Electrical Workers with Authority to the EC licence. Electrical Workers with Authority can also have their Types of Access specified by the EC.

To lodge a Preliminary Notice of Electrical Safety Certificate, the Electrical Contractor must be a Nominee or have a Nominee working for the EC. Lodgement can only be done through the Nominee's EW licence.

What can a Nominee (EW) do

A Nominee can register their EW licence through eNotice. Once registered, the Nominee can create drafts of a Preliminary Notice, Notice of Completion, and Electrical Safety Certificate as well as lodge Preliminary Notices, Notices of Completion, and Electrical Safety Certificates.

Only the Nominee for an EC licence can lodge a Notice of Completion.

What can an Electrical Worker (EW) do

An Electrical Worker can register their EW licence through eNotice. Once registered, the EW will require permissions granted from the Electrical Contractor or Administration User with User Management selected in their Type of Access.

An Electrical Worker with full permissions in Type of Access can create drafts of a Preliminary Notice, Notice of Completion, and Electrical Safety Certificate as well as lodge Preliminary Notices and Electrical Safety Certificates.

What can Administration Users do

An Administration User will need to be created and registered by the EC or an existing Administration User with User Management selected in their Type of Access. At this time, Types of Access can be set for the new Administration User.

An Administration User with full permissions in Type of Access can create drafts of a Preliminary Notice, Notice of Completion, and Electrical Safety Certificate as well as lodge Preliminary Notices and add/manage users in User Management.

With User Management access, they can create new Administration Users or Electrical Workers with Authority and modify or delete existing Administration Users or Electrical Workers with Authority

For further information and comprehensive detail on Types of eNotice Users including a helpful visual table, you can go to:

<https://www.commerce.wa.gov.au/building-and-energy/enotice-setup>.

Process Guide

How To: Register on eNotice

- 1) Click [Register for eNotice](#) on the login page and accurately enter required details for your EW or EC licence
- 2) Enter the [Security Code](#) sent to your registered mobile number or email address
- 3) Login to eNotice using the User ID and Password in the [Registration Email](#) sent to your registered email address

How To: Lodge for Notifiable Work

- 1) [Create and lodge a Preliminary Notice](#)
- 2) [Lodge a Notice of Completion](#) using the Preliminary Notice Number
- 3) [Lodge an Electrical Safety Certificate](#) using the Notice of Completion Number

How To: Lodge for Non-Notifiable Work

- 1) [Create and lodge an Electrical Safety Certificate only](#)

How To: Amend a Lodgement

Preliminary Notice

- 1) Go to [Past Lodgements](#) and click the Amend icon under a PN that has no NOC lodged
- 2) Select the most appropriate amendment reason
- 3) On the Review and Certify page, click the Edit icon for the section requiring amendment and re-lodge

Notice of Completion

- 1) Go to [Past Lodgements](#) and click the Amend icon under an NOC lodged within 7 days
- 2) Select the most appropriate amendment reason
- 3) On the Review and Certify page, click the Edit icon for the section requiring amendment and re-lodge

Electrical Safety Certificate

- 1) Go to [Past Lodgements](#) and click the Amend icon under an ESC lodged within 7 days
- 2) Enter the reason for amendment
- 3) On the Review and Certify page, click the Edit icon for the section requiring amendment and re-lodge

How To: Allow your Electrical Workers to Lodge PN and/or ESC

- 0) **PREREQUISITE:** EW must be registered in eNotice and provide their User ID to you
- 1) [Login to eNotice using registered EC licence](#)
- 2) [Click "User Management" from the main menu](#)
- 3) Under "Electrical Workers with Authority" click ["Add New Authority"](#)
- 4) Enter the registered Electrical Worker's User ID and grant permissions through Type of Access as required

eNotice Login Page

eNotice uses the same website for Electricity, Gas, and Plumbing lodgements through Building and Energy. You can access this by typing or clicking the following link:
<https://esenotice.commerce.wa.gov.au/>

Welcome to eNotice Building and Energy Division

User ID *

Licence number followed by initials

eg. GF123AB, PL123AB, EW123AB, EC123AB

Password *

Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

Forgot Password

Help



Click "Register for eNotice" if you have yet to register under your Electrical Worker's licence.

Click "Forgot Password" if you are having issues logging in with your password. This will send a new password to your registered email address.

First-time Registration for eNotice



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

Register for eNotice

Licence Number *

Including letters and numbers (excluding leading zeros)

eg. GF123, PL123, EW123, EC123

EW123

Registered Email Address *

test.email@gmail.com

First Name *

Alex

Surname *

Tester

Your registered email address is on file with Building and Energy Division. If this is unknown to you or is not on file with Building and Energy Division, you will not be able to perform this registration. [Contact Building and Energy Division](#)

To safeguard your details held by Building and Energy Division, you need to request a temporary security code which will be sent to you immediately upon request.

This code will be sent to your registered mobile phone number or registered email address.

Request Security Code

Back

Enter your Licence Number without initials at the end and no leading zeros.

The name entered must be the Electrical Worker's name relevant to the Licence Number.

Your email address must match the details on file with Building and Energy under your licence. For any issues with details registered with Building and Energy, see [Page 7](#).

NOTE: Sole traders are not required to register an EC licence within eNotice as EC licences are primarily used for managing users and staff working under the company. An NOC and ESC can only be lodged by an appropriate EW licence as explained in [User Management](#).

wa.gov.au

All contents copyright © Government of Western Australia. All rights reserved.

[Home](#) [Privacy](#) [Disclaimer](#) [Copyright](#)

Security Code



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

The mobile number on file with Building and Energy for your licence will receive an SMS containing a security code. Once entered in this screen and accepting the Terms & Conditions, you will be registered for eNotice.

Confirm eNotice Registration

Licence
EW123 [REDACTED]

Registered Email Address
[REDACTED]

Name
Alex Tester

A security code has been sent to +614****798. Please enter this value below.

I accept the [Terms & Conditions](#) of use.

Login details will be sent to your registered email address.

Submit

Back

NOTE: If you have no mobile number registered with Building and Energy under your licence, the security code will be sent to your registered email address instead.

wa.gov.au

All contents copyright © Government of Western Australia. All rights reserved.

[Home](#) [Privacy](#) [Disclaimer](#) [Copyright](#)

If any details registered with Building and Energy are incorrect or outdated, you will need to update this online at <https://dmirs.wa.gov.au/be/changeofcontact>. Alternatively you can contact Building and Energy's Licensing section.

Registration Email

From: <do-not-reply@dmirs.wa.gov.au>
Sent: Wednesday, 2 December 2020 4:32 PM
To: <test.email@gmail.com>
Subject: Your New EnergySafety eNotice Account Details

Dear Alex Tester,

You have been granted access to the EnergySafety eNotice system at the Department of Mines, Industry Regulation and Safety.

User ID: EW123AT
Password: tcd6nlaP

You may access eNotice via the following URL:
<http://esenotice.commerce.wa.gov.au/es-enotice>

Please keep your login details secure at all times and ensure the password is changed periodically.

Please check your details are up to date from the **My Details** menu option.
If any details are incorrect, please use the **Change Contact Details** button.

You may access the Terms & Conditions of use via the following URL:
<https://www.commerce.wa.gov.au/building-and-energy/terms-and-conditions-0>

For assistance, please visit <https://www.commerce.wa.gov.au/building-and-energy/licensing-and-registration-and-owner-builder-approval>

Regards,
EnergySafety, Department of Mines, Industry Regulation and Safety, Western Australia

Your randomly-generated password may contain different characters that appear identical to others. It is recommended to copy-paste your password directly into the [eNotice Login Page](#). To do this, highlight only your password, right-click and click “Copy”. In the Password field of eNotice, right-click and click “Paste”. While it is not a requirement to change your password, it is highly recommended to update this via “Change Password” from the [Main Menu](#) after logging in.

TIP: On mobile devices, hold your finger directly on the password text for 2-5 seconds until a “Copy” icon appears. Tap on this, then go to the [eNotice Login Page](#) and hold your finger inside the Password field for 2-5 seconds until a “Paste” icon appears, and tap this.

eNotice Main Menu (EW Licence)



["User Management"](#) is only visible from the [Main Menu of a registered EC licence](#). This allows you to create new Administration Users under your licence who have their own login. You may also give other registered Electrical Workers authority to lodge a Preliminary Notice or Electrical Safety Certificate under the EC licence.

["Drafts"](#) is only visible when you have saved drafts of incomplete lodgements. Drafts can be useful for saving details of a job which requires lodgement at a later time or for Administration Users to create for the Nominee(s). You will need to edit or delete these drafts in order to complete or remove these jobs.

["New \(from existing\)"](#) is used to copy details from a previously lodged PN or ESC to create a new PN or ESC where the property and/or work details are similar.

Welcome to eNotice
Alex Tester
EW123 ALEX TESTER
Licence Active - Expiry Date 19/02/2021

- Draft (1 Item)
- New Safety Certificate
- New Preliminary Notice
- New NOC
- Past Lodgements
- New (from existing)
- Logout
- Change Password
- My Details
- My Clients
- Contact Us

Use this button to refresh the Main Menu

["Past Lodgements"](#) is a record of all lodgements generated from your eNotice User ID. You can use this to download Notices/Certificates, locate outstanding jobs, and amend a PN, NOC, or ESC within the allowed time period.

["My Details"](#) is used to check the details registered under your licence with Building and Energy. If any details are incorrect, you can use ["Change Contact Details"](#) to update this online.

["My Clients"](#) allows you to set up frequently used clients which can auto-fill details for you when lodging your PN, NOC or ESC.

Lodge Preliminary Notice

Electrical Contractor



Please select Electrical Contractor.
If Electrical Contractor is not listed, please contact Electrical Contractor to arrange authorisation to submit Notices.

EC200 ELECTRIC COMPANY PTY LTD

Your Job Reference

J100

Next

Cancel

If you are authorised to lodge on behalf of multiple Electrical Contractors, a selection of Electrical Contractors will be displayed. If you do not have an Electrical Contractor available to select, you will need to ensure the EC licence is current and you have authorisation to lodge a PN or ESC on the EC's behalf if you are not a nominee (see [Page 60](#) for further details).

Type of Work



Yes = Existing Electricity Supply
No = New Electricity Supply Connection

Installation Energised/Connected to electricity supply? *

Was the installation previously energised/connected to the electricity supply prior to the work covered by this notice?

Yes No

Temporary Supply? *

Was the electricity supply previously energised/connected to the installation a temporary supply (builders/construction power etc.)?

Yes No

Yes = New Electricity Supply Connection
No = Existing Electricity Supply

- Next
- Save Draft
- Previous
- Cancel

These questions determine whether the installation is a New Installation (first-time connection to electricity supply) or an Addition/Alteration (electrical work done on an existing electricity supply).

NOTE: A New Installation will require Retailer Name and Customer Reference Number for the new account.

Meter Details



Meter Number

Reason for not providing meter number

Select.

- Revenue meter installed - Number not accessible or known
- Revenue meter to be installed at a later date
- Unmetered supply - Connected to a network operator
- Unmetered supply - Not connected to a network operator

Next

Previous

Cancel

If the Meter Number is not known you can select the most relevant option under “Reason for not providing meter number”, however it is recommended to always enter the Meter Number when possible as this will pre-fill address details automatically.

Validate Meter Number



Unable to validate meter number **0200053000**.
This may be due to a new meter installation.
Please check the entered value for typing errors.

If entered value is correct, please click **Next** to continue.
If entered value is incorrect, please click **Previous** to re-enter.

Next

Previous

If the Meter Number cannot be validated, ensure the Meter Number has been entered correctly. If all details are correct, simply press "Next" and enter address details manually. The Meter Number will carry over even if it cannot be validated.

Installation Location



Lot Number

Unit Number

Street Number

Street*

Locality*

Postcode

Directions – Please provide sufficient information (nearest corner, landmark etc.)

GPS Location (eg. -31.958982, 115.858458)
 

NOTE: When using a validated Meter Number, ensure all pre-filled address details are correct before proceeding.

“Directions” is used to provide further information for the address, such as nearest corner street(s) or directions if an address is difficult to locate.

“GPS Location” is used to obtain the coordinates of the installation address.

TIP: If lodging your Preliminary Notice while at the site address, click the compass icon to obtain your current coordinates.

Next

Save Draft

Previous

Cancel

Validate Address



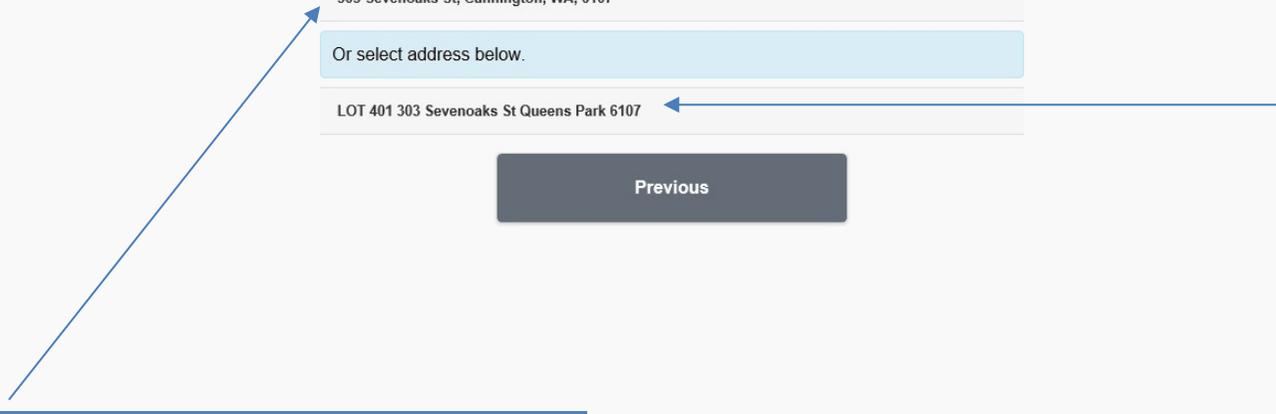
Unable to validate address provided.
Either select from list below.

303 Sevenoaks St, Cannington, WA, 6107

Or select address below.

LOT 401 303 Sevenoaks St Queens Park 6107

Previous



If an address cannot be validated, a list of suggested addresses will be displayed in the top section. If this address is correct, you can select this to pre-fill the GPS Location Tag and validate this automatically.

NOTE: Lot Numbers entered in the previous screen will still be retained and carried over even if not shown in the suggested address.

If the suggested addresses do not match the site address, you may select your manual entry in the bottom section to proceed with lodgement using a non-validated address.

Network Operator



Reference Number is optional and is primarily used for Project Numbers when electrical work directly affects a Network Operator (such as changing an Overhead Network Supply to an Underground Network Supply).

Network Operator *

Energy Safety

Western Power

Reference Number
Western Power project number for network connection, meter upgrade, increasing load and OH to UG (if applicable).

Electricity Retailer (only for new installations)

Retailer Name

Customer Reference Number

Next

Save Draft

Previous

Cancel

The section for Electricity Retailer is only shown if a New Installation was previously indicated in [Type of Work](#).

Retailer Name = Electricity Provider (eg. Synergy)
Customer Reference Number = Account Number

Contact Details



Please enter at least one of the following contacts.

Owner/Occupier

Name

Phone Number

Email Address
Note: Owner/Occupier is **not** sent a copy of the PDF notice.

Builder/Client

Name

Phone Number

Email Address
Note: Builder/Client is **not** sent a copy of the PDF notice.

You are required to enter at least (1) Contact for Owner/Occupier or Builder/Client and include a minimum of phone number or email address details.

NOTE: Entering an email address for the Owner/Occupier and/or Builder/Client will **NOT** provide a copy of the Preliminary Notice or Notice of Completion, however these details will be carried over when lodging an Electrical Safety Certificate using this Notice Number.

If you wish to send the Electrical Safety Certificate manually, simply leave out the email address in Contact Details.

Next

Save Draft

Previous

Cancel

TIP: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the "[My Clients](#)" page. After a client has been added, you can begin typing the client in the Name field and a suggestion of the client's name will appear below. When clicked, all details saved in the [My Clients](#) page will be populated.

Installation Type



Installation Type *

Domestic Commercial Industrial Mine Site

Construction/Demolition Site Transportable/Mobile Other

If other, please provide details.

- Next
- Save Draft
- Previous
- Cancel

For any Installation Types outside of the listed options, select "Other" and enter these details below.

Details of Work



NOTE: Some sections may not be displayed depending on the [Installation Type](#) selected in the previous page (eg. High Voltage, No. of Points of Supply, and Hazardous Areas will not be shown for Domestic Installations).

How many units / residences / tenancies are linked with this notice?

Voltage Level *

High Voltage

LV CT Metering

Single Phase 240v

Single Phase 480v

Three Phase LV

Supply Arrangement *

Overhead Network Supply

Underground Network Supply

No. of Points of Supply (WAER s3.6)

Alternative Supply *

Are you **installing** an alternative supply? (e.g. generator, PV, Inverter Energy System)

Yes

No

Hazardous Areas?

Yes

No

If YES please provide details

Next

Save Draft

Previous

Cancel

Details of Work Scope



Scope of work done **under this notice**.
(not including existing installation).
Enter number of altered/new items
installed by you.

Main Switchboards

Distribution Boards

Sub-mains

Final Sub-circuits

Other (where above categories are not relevant eg. replacement of mains connection box)

Consumer Mains? *

Next

Save Draft

Previous

Cancel

Installation Items



What is the calculated maximum demand (amps) for the additional load you have installed as per this notice? *

Consumer Mains Size (sq mm) *

Details of work done under this notice.
(not including existing installation).
Enter number of altered/new items
installed by you.

Lights	<input type="text" value="4"/>
Socket Outlets 10A	<input type="text"/>
Socket Outlets >= 15A	<input type="text"/>
Cooking Appliances	<input type="text" value="2"/>
Air Conditioners / Refrigerators	<input type="text" value="1"/>
Water Heaters	<input type="text"/>
Motors	<input type="text"/>
Rating (kW)	<input type="text"/>
RCDs	<input type="text" value="2"/>
Smoke Alarms	<input type="text" value="2"/>
Pool / Spa Equipment	<input type="text"/>
Other Fixed Equipment	<input type="text"/>

Work Description

Comments can be used to expand on any additional details relating to this lodgement, for example if you can no longer amend an NOC and need to lodge a new PN/NOC to replace this, you can enter these details here (including the previous Preliminary Notice Number).

Work Description *

Complete wiring of new house. Installed 2 new air conditioners, 2 new circuits from switchboard

Comments

- Next
- Save Draft
- Previous
- Cancel

General Information



For additions/alterations to an existing installation, it is recommended to clearly outline the details of the work you are responsible for.

Is there any electrical work for which you are not responsible?

Yes

No

If YES, please provide details

Is network operator attendance at site required?

Yes

No

If YES, please provide details

For disconnect/reconnect jobs, ensure that "Yes" is selected for Network Operator attendance and include details in the provided field below.

Next

Save Draft

Previous

Cancel

Review and Certify (Part 1)



Please review that all details are correct.
Use Previous button at bottom of page or Edit icon  to correct.

Location of Installation

Owner/Occupier Name
Dmirs (6251 1900) 

Meter
0200053000 

Location
LOT 401 303 Sevenoaks St CANNINGTON 6107
Mason Bird Building, corner of Sevenoaks St and Grose Ave 

Network Operator / Retailer

Network Operator
Western Power 

Electricity Retailer

Details of Completed Electrical Work

Type of Work
Alteration/Addition 

Installation Type
Domestic

Voltage Level
Three Phase LV

Supply Arrangement
Underground Network Supply 

Hazardous Areas?
No

Multiple Connections
How many units / residences / tenancies are linked with this notice? 1
No. of Points of Supply (WAER s3.6)

Details of Alternative Supply

Alternative supply installed?
No 

Work Scope

Substations
Consumers Mains Yes

Main Switchboards 1 

Distribution Boards
Sub-mains

Final Sub-circuits 5

Other

Installation Items

What is the calculated maximum demand (amps) for the additional load you have installed as per this notice? 63

Consumers Mains Size (sq mm) 16

Lights - 4

Cooking Appliances - 2 

Air Conditioners / Refrigerators - 1

RCDs - 2

Smoke Alarms - 2

Review and Certify (Part 2)

Installation Items	
What is the calculated maximum demand (amps) for the additional load you have installed as per this notice?	63
Consumers Mains Size (sq mm)	16
Lights - 4	
Cooking Appliances - 2	
Air Conditioners / Refrigerators - 1	
RCDs - 2	
Smoke Alarms - 2	

Work Description	
Work Description	
Complete wiring of new house. Installed 2 new air conditioners, 2 new circuits from switchboard	

General Information	
Is there any electrical work for which you are not responsible?	No
Is network operator attendance at site required?	No

Details of Electrical Contractor / In-house electrical installer	
Licence Number	EC200
Name	ELECTRIC COMPANY PTY LTD
Company Name	
Business Address	123 FAKE ST PERTH WA 6000
Phone Numbers	

I certify that this Notice has been duly completed.

A copy of the PDF notice will be sent to the following Electrical Contractor email address(es)
[REDACTED]

Note: Copies will be automatically emailed to Electrical Contractor and the Network Operator. Other copies can be sent by entering email address(es) below (separated by a comma).

[REDACTED]

Your Job Reference
J100

Lodge Notice

Save Draft

Previous

Cancel

Once lodged, only the Electrical Contractor and Network Operator will receive a copy of the Preliminary Notice via email. Other email addresses can be entered manually if a copy of the PN needs to be delivered elsewhere.

Lodge Notice of Completion

Preliminary Notice Details



NOTE: When needing to amend an NOC past the 7 day lodgement period, you can create a new NOC and select "Preliminary Notice not required". You can add the original Notice Number in the [Comments](#) section with any additional information.

Preliminary Notice Number

E616072

Preliminary Notice not required

Next

Cancel

In most circumstances, a Preliminary Notice will be required when lodging a Notice of Completion. It is recommended to always lodge a Preliminary Notice and use this Preliminary Notice Number to lodge a Notice of Completion and Electrical Safety Certificate for Notifiable Work.

Preliminary Notice Details Changed



Have any changes been made from PN? *

Yes No

Next

Previous

Cancel

For minor changes from PN (eg. Addition of 1 Installation Item) you can select “Yes” to be taken through the original lodgement process from the Preliminary Notice and adjust accordingly.

For major/important changes from PN, it is recommended to [amend your Preliminary Notice](#) in [Past Lodgements](#) before proceeding.

Certification of Electrical Installing Work (Part 1)



If any non-compliant Electrical issues were identified, ensure this is reported with as much detail as possible.

It is advised to call the Network Operator and relay this information to them. If a Caller Receipt Number is provided, enter these details into this field as well.

Are you aware of any parts of the electrical installation that do not meet the requirements of the Electricity (Licensing) Regulations of 1991 or are unsafe?

If YES, please provide details

Does the installation fully comply with Part 2 of the 'Wiring Rules' (and therefore a 'Part 1 solution' has not been used)?

If NO, please provide details

When selecting "No" you are confirming that a Part 1 solution has been used and an Electrical Engineer has authorised this design and installation.

Has the electrical installing work subject of this Notice been connected to the electricity supply?

If YES, please provide date installation connected and energised

This question will only be displayed if "No" has been selected for the previous question.

If not connected to electricity supply, is the electrical installing work subject of this notice safe and ready to be connected?

If NO, please provide date work completed and why it cannot be connected

Certification of Electrical Installing Work (Part 2)

If YES, please provide date installation connected and energised

If not connected to electricity supply, is the electrical installing work subject of this notice safe and ready to be connected?

If NO, please provide date work completed and why it cannot be connected

Electrical Worker

The electrical installing work subject of this Notice has been checked and tested and found to comply with the Electricity (Licensing) Regulations 1991, by the following electrician.

Licence number (if not found in list)

Date tested *

This dropdown lists Electrical Workers who have previously performed work for the Electrical Contractor. To add an EW to this list, type their EW Licence Number below and complete lodgement of the Notice of Completion.

- Next
- Save Draft
- Previous
- Cancel

Review and Certify (Part 1)



Please review that all details are correct.
Use **Previous** button at bottom of page or **Edit** icon  to correct.

Location of Installation

Owner/Occupier Name
Dmirs (6251 1900) 

Meter
0200053000 

Location
LOT 401 303 Sevenoaks St CANNINGTON 6107
Mason Bird Building, corner of Sevenoaks St and Grose Ave 

Network Operator / Retailer

Network Operator
Western Power 

Electricity Retailer

Details of Completed Electrical Work

Type of Work
Alteration/Addition 

Installation Type
Domestic

Voltage Level
Three Phase LV

Supply Arrangement
Underground Network Supply 

Hazardous Areas?
No

Multiple Connections
How many units / residences / tenancies are linked with this notice? 1
No. of Points of Supply (WAER s3.6)

Details of Alternative Supply

Alternative supply installed?
No 

Work Scope

Substations
Consumers Mains Yes

Main Switchboards 1 

Distribution Boards

Sub-mains

Final Sub-circuits 5

Other

Installation Items

What is the calculated maximum demand (amps) for the additional load you have installed as per this notice? 63

Consumers Mains Size (sq mm) 16

Lights - 4

Cooking Appliances - 2 

Air Conditioners / Refrigerators - 1

RCDs - 2

Smoke Alarms - 2

Review and Certify (Part 2)

Work Description
Work Description Complete wiring of new house. Installed 2 new air conditioners, 2 new circuits from switchboard
General Information
Is there any electrical work for which you are not responsible? No
Is network operator attendance at site required? No
Certification of Electrical Installing Work
Are you aware of any parts of the electrical installation that do not meet the requirements of the Electricity (Licensing) Regulations of 1991 or are unsafe? No
Does the installation fully comply with Part 2 of the 'Wiring Rules' (and therefore a 'Part 1 solution' has not been used)? Yes
Has the electrical installing work subject of this Notice been connected to the electricity supply? No
If not connected to electricity supply, is the electrical installing work subject of this notice safe and ready to be connected? Yes
Electrical Worker Details
Licence Number EV555 Name PETER TESTER Date Tested 21/12/2020
Nominee Details
Licence Number EW123 Name ALEX TESTER
Details of Electrical Contractor / In-house electrical installer
Licence Number EC200 Name ELECTRIC COMPANY PTY LTD Company Name Business Address 123 FAKE ST PERTH WA 6000 Phone Numbers [REDACTED]
<input checked="" type="checkbox"/> I certify that: i) this Notice has been duly completed; ii) the electrical installing work subject of this notice has been completed; and iii) any such electrical installing work carried out by an electrical worker or workers complies with the Electricity (Licensing) Regulations 1991.
Date of Work Completion * 21/12/2020
A copy of the PDF notice will be sent to the following Electrical Contractor email address(es) bigwaterfall1@gmail.com <small>Note: Copies will be automatically emailed to Electrical Contractor and the Network Operator. Other copies can be sent by entering email address(es) below (separated by a comma).</small>
Your Job Reference J100

Once lodged, only the Electrical Contractor and Network Operator will receive a copy of the Notice of Completion via email. Other email addresses can be entered manually if a copy of the NOC needs to be delivered elsewhere.

Lodge Electrical Safety Certificate

Notice of Completion Details



Notice of Completion Number

E616072

Notice of Completion not required or not yet lodged

Next

Cancel

*For Notifiable Work, it is recommended to lodge the Electrical Safety Certificate **AFTER** the Notice of Completion as the Preliminary Notice, Notice of Completion, and Electrical Safety Certificate will contain the same Notice Number and be linked together for the one job. Lodging in this order will make locating jobs easier and more convenient.*

Details of RCD Protection



All the socket outlet and lighting final subcircuits of the installation are protected by at least two RCDs?

Yes

No

If NO, what circuits are not protected?

Next

Save Draft

Previous

Cancel

Defect Details



Details of any defects observed

Next

Save Draft

Previous

Cancel

If any non-compliant Electrical issues were identified, ensure this is reported with as much detail as possible. It is advised to call the Network Operator and relay this information to them. If a Caller Receipt Number is provided, enter these details into this field as well.

NOTE: Providing these details in the ESC can be useful for informing the customer in detail of any issues which require attention and rectification.

Review and Certify (Part 1)



Please review that all details are correct.
Use **Previous** button at bottom of page or **Edit** icon  to correct.

Installation Details

Owner/Occupier Name
Dmirs (6251 1900)

Meter
0200053000

Location
LOT 401 303 Sevenoaks St CANNINGTON 6107
Mason Bird Building, corner of Sevenoaks St and Grose Ave

Work Type
Alteration/Addition

Date of Work Completion
21/12/2020

Related Notice of Completion
E616072

Details of Work Completed

General description of the work
Complete wiring of new house. Installed 2 new air conditioners, 2 new circuits from switchboard

Lights - 4

Cooking Appliances - 2

Air Conditioners / Refrigerators - 1

RCDs - 2

Smoke Alarms - 2

Details of RCD Protection

All the socket outlet and lighting final subcircuits of the installation are protected by at least two RCDs?
Yes 

Details of any defects observed

Not Applicable 

Review and Certify (Part 2)

Electrical Worker Details
Licence Number EW123
Name ALEX TESTER
Electrical Contractor Details
Licence Number EC200
Name ELECTRIC COMPANY PTY LTD
Company Name
Business Address [REDACTED]
Phone Numbers [REDACTED]
<input checked="" type="checkbox"/> I certify that the electrical installing work that is subject of this certificate has been completed, checked and tested and, at the time of testing, met the requirements of the Electricity (Licensing) Regulations 1991 and is safe.
A copy of the PDF notice will be sent to the following Electrical Contractor email address(es) [REDACTED]
<small>Note: Copies will be automatically emailed to Electrical Contractor and the Customer (provided email address has been provided). Other copies can be sent by entering email address(es) below (separated by a comma).</small>
<input type="text"/>
Your Job Reference J100

Lodge Safety Certificate

Save Draft

Previous

Cancel

Once lodged, only the Electrical Contractor and Customer/Client will receive a copy of the Electrical Safety Certificate via email (if an email address has been entered for the Customer/Client). Other email addresses can be entered manually if a copy of the ESC needs to be delivered elsewhere.

Lodge Electrical Safety Certificate (Non-Notifiable Work – Inspection Only)

Notice of Completion



Notice of Completion Number

Notice of Completion not required or not yet lodged

Next

Cancel

Electrical Contractor



Please select Electrical Contractor.
If Electrical Contractor is not listed, please contact Electrical Contractor to arrange authorisation to submit Electrical Safety Certificates.

EC200 ANDREW ASHBY

Your Job Reference

Next

Previous

Cancel

If you are authorised to lodge on behalf of multiple Electrical Contractors, a selection of Electrical Contractors will be displayed. If you do not have an Electrical Contractor available to select, you will need to ensure the EC licence is current and you have authorisation to lodge on the EC's behalf if you are not a Nominee (see [Page 60](#) for further details).

Type of Work



Inspection Only? *

Inspection Only?

- Next
- Save Draft
- Previous
- Cancel

*This question is only asked for Non-Notifiable Work and will only appear if a Notice of Completion Number was **NOT** entered.
Selecting “No” will take you through a similar process as the Preliminary Notice.*

Meter Details



Meter Number

Reason for not providing meter number

Unmetered supply - Not connected to a network operator

Next

Previous

Cancel

If the Meter Number is not known you can select the most relevant option under “Reason for not providing meter number”, however it is recommended to always enter the Meter Number when possible as this will pre-fill address details automatically.

Location Details



Lot Number

Unit Number

Street Number

Street*

Locality*

Postcode

Directions – Please provide sufficient information (nearest corner, landmark etc.)

GPS Location (eg. -31.958982, 115.858458)
 

“Directions” is used to provide further information for the address, such as nearest corner street(s) or directions if an address is difficult to locate.

NOTE: When using an accepted Meter Number, ensure all pre-filled address details are correct before proceeding.

“GPS Location” is used to obtain the coordinates of the installation address.

TIP: If lodging your Electrical Safety Certificate while at the site address, click the compass icon to obtain your current coordinates.

Next

Save Draft

Previous

Cancel

Validate Address



Unable to validate address provided.
Either select from list below.

If an address cannot be validated, a list of suggested addresses will be displayed in the top section. If this address is correct, you can select this to pre-fill the GPS Location Tag and validate this automatically.

NOTE: Lot Numbers entered in the previous screen will still be retained and carried over even if not shown in the suggested address.

- 114 Lake Street, PERTH WA 6000
- 117 Lake Street, PERTH WA 6000
- 120-122 Lake Street, PERTH WA 6000
- 126 Lake Street, PERTH WA 6000
- 129 Lake Street, PERTH WA 6000
- 131 Lake Street, PERTH WA 6000
- 133 Lake Street, PERTH WA 6000
- 135 Lake Street, PERTH WA 6000
- 136 Lake Street, PERTH WA 6000
- 137-139 Lake Street, PERTH WA 6000
- 141-145 Lake Street, PERTH WA 6000
- 144 Lake Street, PERTH WA 6000
- 146 Lake Street, PERTH WA 6000
- 148 Lake Street, PERTH WA 6000
- 150 Lake Street, PERTH WA 6000
- 152 Lake Street, PERTH WA 6000
- 154a Lake Street, PERTH WA 6000
- 154b Lake Street, PERTH WA 6000
- 156 Lake Street, PERTH WA 6000
- 158 Lake Street, PERTH WA 6000

Or select address below.

- 123 Fake St Perth 6000

Previous

If the suggested addresses do not match the site address, you may select your manual entry in the bottom section to proceed with lodgement using a non-validated address.

Contact Details



Please enter at least one of the following contacts.

Owner/Occupier

Name

Phone Number

Email Address
Note: This email address will be used to send a copy of the PDF notice.

Builder/Client

Name

Phone Number

Email Address
Note: This email address will be used to send a copy of the PDF notice.

You are required to enter at least (1) Contact for Owner/Occupier or Builder/Client and include a minimum of phone number or email address details.

NOTE: Entering an email address for the Owner/Occupier and/or Builder/Client will automatically provide them with a copy of the Electrical Safety Certificate once lodged. If you wish to send the Electrical Safety Certificate manually, simply leave out the email address in Contact Details.

Next

Save Draft

Previous

Cancel

TIP: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the [My Clients](#) page. After a client has been added, you can begin typing the client in the Name field and a suggestion of the client's name will appear below. When clicked, all details saved in the [My Clients](#) page will be populated.

Details of Work Completed



Date of Work Completion *

21/12/2020

General description of the work

Please edit the standard inspection description if required

Inspected installation to confirm a minimum of two RCDs protecting all socket outlets and lighting points and smoke alarms are installed in accordance with the WA Building Regulations.

Next

Save Draft

Previous

Cancel

*This page is only shown for Non-Notifiable Work and when "Inspection Only" was selected in [Type of Work](#). If "Inspection Only" was **NOT** selected, this page will also require Installation Items to be entered.*

Details of RCD Protection



All the socket outlet and lighting final subcircuits of the installation are protected by at least two RCDs?

Yes No

If NO, what circuits are not protected?

Mains powered smoke alarm(s) are installed?

Yes No

If NO, what smoke alarms exist?

Do smoke alarms comply with WA Building Regulations?

Yes No Not Sure

If NO/NOT SURE, please enter comments.

Questions relating to Smoke Alarms will only be displayed when "Inspection Only" has been selected in the Type of Work.

- Next
- Save Draft
- Previous
- Cancel

Defect Details



Details of any defects observed

Exterior power outlet has not been weather protected.

Next

Save Draft

Previous

Cancel

If any non-compliant Electrical issues were identified, ensure this is reported with as much detail as possible. It is advised to call the Network Operator and relay this information to them. If a Caller Receipt Number is provided, enter these details into this field as well.

NOTE: Providing these details in the ESC can be useful for informing the customer in detail of any issues which require attention and rectification.

Review and Certify (Part 1)



Please review that all details are correct.
Use **Previous** button at bottom of page or **Edit** icon  to correct.

Installation Details

Builder/Client Name
P Demo (9500 0000, p.demo@gmail.com) 

Meter
Unmetered supply - Not connected to a network operator 

Location
123 Fake St Perth 6000 

Work Type
Inspection Only 

Date of Work Completion
21/12/2020 

Details of Work Completed

General description of the work
Inspected installation to confirm a minimum of two RCDs protecting all socket outlets and lighting points and smoke alarms are installed in accordance with the WA Building Regulations. 

Details of RCD Protection

All the socket outlet and lighting final subcircuits of the installation are protected by at least two RCDs?
Yes 

Details of Smoke Alarms

Mains powered smoke alarm(s) are installed?
Yes 

Do smoke alarms comply with WA Building Regulations?
Yes

Details of any defects observed

Exterior power outlet has not been weather protected. 

Electrical Worker Details

Review and Certify (Part 2)

Electrical Worker Details

Licence Number
EW123

Name
ALEX TESTER

Electrical Contractor Details

Licence Number
EC200

Name
ELECTRIC COMPANY PTY LTD

Company Name

Business Address
[REDACTED]

Phone Numbers
[REDACTED]

I certify that I have inspected the electrical installation that is subject of this certificate, with the findings provided.

A copy of the PDF notice will be sent to the following Electrical Contractor email address(es)
[REDACTED]

Note: Copies will be automatically emailed to Electrical Contractor and the Customer (provided email address has been provided). Other copies can be sent by entering email address(es) below (separated by a comma).

Your Job Reference

- Lodge Safety Certificate
- Save Draft
- Previous
- Cancel

Once lodged, only the Electrical Contractor and Customer/Client will receive a copy of the Electrical Safety Certificate via email (if an email address has been entered for the Customer/Client). Other email addresses can be entered manually if a copy of the ESC needs to be delivered elsewhere.

New (from existing)

Please enter a previous Notice/Certificate Number.
The details of the previous notice/certificate will be used as the basis for a **new** notice/certificate.
Review and input **new** notice/certificate details as required.
Note, this is not intended to cancel or amend a notice/certificate.

Preliminary Notice

Safety Certificate

Notice/Certificate Number *

Next

Back to Main Menu

New (from existing) uses a previously lodged Preliminary Notice or Electrical Safety Certificate as a template for a new PN or ESC. All details entered in the original lodgement will be carried over to the new PN or ESC and can be modified. This can be useful if you are working on the same site or entering multiple jobs with similar details.

Past Lodgements

Search Criteria



Past lodgements can be retrieved by entering any of the following input fields, then use **Search** button to retrieve.

Search Criteria

<input type="checkbox"/> PN Without NOC	<input type="checkbox"/> NOC Without ESC
Notice/Certificate Number	<input type="text"/>
Date Lodged From	<input type="text"/>
Date Lodged To	<input type="text"/>
Lodged By	<input type="text"/>
Location Address / Meter Number	<input type="text"/>
Contact Name	<input type="text"/>
Your Job Reference	<input type="text"/>
Lodgement Type	<input type="text" value="All"/>
<input type="checkbox"/> Show Only Last 6 Months	<input type="checkbox"/> Show Only Hidden
<input type="button" value="Search"/>	

NOTE: Using filters under Search Criteria is optional, all lodgements made through eNotice are displayed by default (apart from hidden records).

“Lodgement Type” filters down the type of category. The selections are as follows:

- Notice of Completion*
- Preliminary Notice*
- Safety Certificate*

“Show Only Hidden” retrieves any search results which have been previously hidden using the “Hide” icon against a Past Lodgement.

Result Listings

“Download” downloads the relevant PDF directly to your device.

“Send Copy” sends an email containing the relevant PDF as an attachment to yourself or a nominated recipient.

“Create” takes you to the next stage of lodgement (PN > NOC, NOC > ESC) and pre-fills the Notice/Certificate Number.

- Use **Download** icon  to immediately get another PDF copy of lodgement.
- Use **Send Copy** icon  to get emailed another PDF copy of lodgement.
- Use **Create** icon  to create NOC from PN or ESC from NOC.
- Use **Amend** icon  to amend a lodgement.
- Use **Hide** icon  to hide lodgement from search results.
- Use **Unhide** icon  to unhide lodgement from search results.

Amended Safety Certificate E616072-1 (Processed) - EC200

Alteration/Addition (Lights, Cooking Appliances, Air Conditioners / Refrigerators, RCDs, Smoke Alarms)
LOT 401 303 Sevenoaks St CANNINGTON (0200053000)
Dmirs
J100
Work Completed 21/12/2020



Lodged by Alex Tester on 21/12/2020 05:09 PM

Safety Certificate E616072 (Processed) - EC200

AMENDED

Alteration/Addition (Lights, Cooking Appliances, Air Conditioners / Refrigerators, RCDs, Smoke Alarms)
LOT 401 303 Sevenoaks St CANNINGTON (0200053000)
Dmirs
J100
Work Completed 21/12/2020



Lodged by Alex Tester on 21/12/2020 04:58 PM

Notice of Completion E616072 (Processed) - EC200

Alteration/Addition (Lights, Cooking Appliances, Air Conditioners / Refrigerators, RCDs, Smoke Alarms)
LOT 401 303 Sevenoaks St CANNINGTON (0200053000)
Dmirs
J100
Work Completed 21/12/2020



Lodged by Alex Tester on 21/12/2020 04:15 PM

Preliminary Notice E616072 (Processed) - EC200

Alteration/Addition (Lights, Cooking Appliances, Air Conditioners / Refrigerators, RCDs, Smoke Alarms)
LOT 401 303 Sevenoaks St CANNINGTON (0200053000)
Dmirs
J100



Lodged by Alex Tester on 21/12/2020 03:22 PM

“Amend” allows you to amend any details of a Notice of Completion or Electrical Safety Certificate that has been lodged up to 7 days prior.

“Hide” can be used to hide any irrelevant lodgements from your Result Listings, such as cancelled jobs or jobs lodged in error.

“Unhide” can restore hidden Result Listings. **IMPORTANT: “Unhide” is only visible when using “Show Only Hidden”, as this replaces the “Hide” icon.**

WARNING: Jobs will not be visible in Result Listings if the “Hide” icon was used. If you are unsure if a job is hidden, it is highly recommended that you search on “Show Only Hidden” to double check (see [Page 50](#)).

Amendment (Preliminary Notice)



A Preliminary Notice can be amended with no time limit as long as a Notice of Completion has not yet been lodged for that job.

Once a lodgement has been amended, the original lodgement will be superseded by the amended lodgement and the Notice Number will end in a "-1".

Lodged Preliminary Notices are legal documents. However, an Electrical Contractor may need to legitimately amend a Preliminary Notice in some circumstances to ensure compliance.

Reason for amendment? *

- Correction of installation address / customer details
- Correction of installation type / details
- Correction of meter number / retailer reference
- Correction of network operator attendance
- Correction of network operator reference
- Correction of significant load change
- Created in error
- Duplicate (please provide other notice number)
- Work not proceeding
- Other

If OTHER, please provide description

Comments

The details of this previously lodged notice will be used as the basis for a new (amended) notice.

Review and amend details for the new notice as required.

Next

Cancel

When amending a Preliminary Notice, ensure that you select the most appropriate reason for amendment and enter suitable comments if applicable.

Amendment (Notice of Completion)



You are only able to amend a Notice of Completion within 7 days of lodgement. After this period, you will need to create a new Notice of Completion and enter the original Notice Number when prompted for additional comments (see [Page 22](#)).

Once a lodgement has been amended, the original lodgement will be superseded by the amended lodgement and the Notice Number will end in a “-1”.

Lodged Notices of Completion are legal documents. However, an Electrical Contractor may need to legitimately amend a Notice of Completion in some circumstances to ensure compliance.
Amendment of a Notice of Completion is only possible within 7 days of the original lodgement. Beyond this date, a new Notice of Completion needs to be lodged.

Reason for amendment? *

- Correction of compliance statements
- Correction of date of completion of work
- Correction of electrical worker details
- Correction of installation address / customer details
- Correction of installation type / details
- Correction of meter number / retailer reference
- Correction of network operator attendance
- Correction of network operator reference
- Created in error
- Duplicate (please provide other notice number)
- Other

If OTHER, please provide description

Comments

The details of this previously lodged notice will be used as the basis for a new (amended) notice.
Review and amend details for the new notice as required.

Next

Cancel

When amending a Notice of Completion within the 7 day period, ensure that you select the most appropriate reason for amendment and enter suitable comments if applicable.

Amendment (Electrical Safety Certificate)



You are only able to amend an Electrical Safety Certificate within 7 days of lodgement. After this period, you will need to create a new Electrical Safety Certificate and enter the original Certificate Number in General Description of Work (see [Page 44](#)).

Once a lodgement has been amended, the original lodgement will be superseded by the amended lodgement and the Certificate Number will end in a “-1”.

Lodged Safety Certificates are legal documents. However, an Electrical Contractor may need to legitimately amend a Safety Certificate in some circumstances to ensure compliance. Amendment of a Safety Certificate is only possible within 7 days of the original lodgement. Beyond this date, a new Safety Certificate needs to be lodged.

Reason for amendment? *

Incorrect customer details

Comments

The details of this previously lodged certificate will be used as the basis for a new (amended) certificate. Review and amend details for the new certificate as required.

Next

Cancel

When amending an Electrical Safety Certificate within the 7 day period, ensure that you enter an appropriate reason for amendment and add suitable comments if applicable.

Drafts

Using filters under Search Criteria is optional, all drafts are displayed by default.

Search Criteria

Notice/Certificate Number

Location Address / Meter Number

Contact Name

Your Job Reference

Lodgement Type

Show Only Last 6 Months

Search

Use **Edit** icon to change draft or complete lodgement.
Use **Send Copy** icon to get a PDF copy of draft.
Use **Delete** icon to remove draft no longer required. ←

Notice of Completion E616068 (Draft) - EC200

New Installation
303 SEVENOAKS ST CANNINGTON

Created by Alex Tester on 7/12/2020 08:41 AM

Safety Certificate E616069 (Draft) - EC200

Inspection Only
123 Fake St Perth

Created by Alex Tester on 7/12/2020 08:41 AM

NOTE: A draft PN/NOC/ESC can be created by an Administration User under the EC licence and can be accessed or lodged by the Nominee. The Administration User must be created by the Electrical Contractor (or other Administration User with User Management permissions) and have permissions to Create Drafts. For further details, see [Page 60](#).

Deleting a draft will permanently remove the draft from your eNotice account. Once a draft is deleted, it cannot be recovered.

NOTE: A PN/NOC/ESC cannot be deleted once it has been lodged – it can only be amended within 7 days (with the exception of a PN which can be amended any time if an NOC has not been lodged). Permanent deletion is only possible if a PN/NOC/ESC is in Draft status prior to being lodged.

My Clients

Registered Clients



Enter details of clients that you regularly perform work for. These details can be used when submitting a notice.

B1 Homes	
9261 3131 example@b1homes.com.au	
COMPLETE PORTABLE	
94107100	
Collier Homes	
9443 8288 example@collierhomes.com.au	
HOME ZONE	
61442526 example@homezonebuilding.com.au	
Ross North Homes	
example@rossnorthhomes.com.au	
SADHANA CONSTRUCTION	
9999 1234 example@sadhanaconstruction.com.au	

6 records found.

Add

Back to Main Menu

A list of frequently used clients can be created and managed from this page.

The client's details will populate in the Contact Details section of your Preliminary Notice, Notice of Completion, or Electrical Safety Certificate when you begin typing the client's name and click on the suggested dropdown (see tip on [Page 17](#)).

Add New Client



Name *

Phone Number

Email Address

While you are only required to enter a Name in this area, it is suggested for you to enter at least (1) form of contact using Phone Number or Email Address in order to quickly populate Contact details when lodging a PN/NOC/ESC.

Entering an address for your client is optional and is not used anywhere else in eNotice or stored with Building and Energy, however this may be useful as an address book for your personal records.

Lot Number

Unit Number

Street Number

Street

Locality

Postcode

Save

Back

My Details



User Details
User ID EW123AT
Name Alex Tester
Licence Details
Licence Number EW123 (Active - Expiry Date 19/02/2021)
Licence Holder ALEX TESTER
Business Trading Name
Business Address [REDACTED]
Work Phone Number
Registered Mobile Phone [REDACTED]
Registered Email Address [REDACTED]
Nominee For
ELECTRIC COMPANY PTY LTD (EC200)
Authority For
[REDACTED] Create Draft, Lodge Preliminary Notice, Lodge Safety Certificate

Change Contact Details

Back to Main Menu

All details under the "Licence Details" section are on file with Building and Energy under your licence. If anything in this section is incorrect, you can update this online by clicking "Change Contact Details".

eNotice Main Menu (EC Licence)



Welcome to eNotice

Alex Tester

EC200 ELECTRIC COMPANY PTY LTD

Licence Active - Expiry Date 16/11/2025

You do not have access to lodge notices of completion.
Lodgement must be done by a nominee authorised by the Electrical Contractor.
The nominee must register as a eNotice user and login into eNotice with their Electrician's Licence Number (EW).

While you can create a Draft for the Notice of Completion and Electrical Safety Certificate, they cannot be lodged from the EC User ID. To lodge an NOC, this can only be done from a Nominee's EW User ID. To lodge an ESC, this can be done from a Nominee's EW User ID or the EW User ID of an [Electrical Worker with Authority](#).

Drafts (3 Items)

New Safety Certificate

New Preliminary Notice

New NOC

Past Lodgements

New (from existing)

Logout

Change Password

User Management

My Details

My Clients

Contact Us

["User Management"](#) is only visible when logged into a registered EC licence. This allows you to create new users under your licence who have their own login. You may also give other registered Electrical Workers authority to lodge a Preliminary Notice or Electrical Safety Certificate under the EC licence.

User Management

Registered Users



Types of eNotice Users Capabilities

Electrical Contractor/Administration User (EC):

Create Draft PN/NOC/ESC, Lodge PN, User Management

Nominee (EW):

Create Draft PN/NOC/ESC, Lodge PN/NOC/ESC

Electrical Worker with Authority (EW):

Create Draft PN/NOC/ESC, Lodge PN/ESC

Electrical Workers with Authority to lodge a PN/ESC on behalf of the EC will be listed here.

NOTE: An Electrical Worker must be registered in eNotice in order to be added as an authority.

A list of users registered under this licence will be displayed here with their permissions. You can use the "Edit" icon to edit details or permissions for a user.

Management Representatives

ALEX TESTER
Owner - Regulation 36 (Electrical Licensing)
Start Date 16/11/2015

Add/Change Management Repr...

Nominees

ALEX TESTER (EW123)
Licence Expiry Date 19/02/2021

Add/Change Nominee

Electrical Workers with authority

Peter Tester (EW555PT)
Licence Expiry Date 27/02/2023
Lodge Preliminary Notice, Lodge Safety Certificate

Add New Authority

Administration Users

Mck Matt (EC200MM)
Create Draft, Lodge Preliminary Notice, User Management

P Demo (EC200PD)
User Management

Add New User

Back to Main Menu

User Management can only be accessed from an EC licence registered in eNotice.

The "Delete" icon can be used to remove any Administration Users or Electrical Workers with Authority which are no longer required or authorised to lodge under your EC licence.

IMPORTANT: Deleting a Management Representative or Nominee cannot be undone. Adding or changing the Management Representatives or Nominees must be done through Building and Energy's Licensing section and may incur additional fees.

NOTE: The User ID required to login to eNotice will be based on the initials of a user's first and last name. Editing a user's name will not update the User ID. To update a user's User ID, you will need use the "Delete" icon and add this user again.

Add New Authority



This screen allows you to provide an Electrical Worker with access to create drafts or submit lodgements for your contractor licence.
The Electrical Worker must have registered as an eNotice user.

User ID (eg. EW1234AB) *

EW111AA

Type of Access *

- Create Draft
- Lodge Preliminary Notice
- Lodge Safety Certificate

Save

Back

An Electrical Worker with Authority must have their own EW Licence registered in eNotice in order to be added to this licence. The Type of Access can be controlled by the Electrical Contractor's User ID or other Administration Users under this EC licence with User Management access.

NOTE: An Electrical Worker with Authority cannot lodge a Notice of Completion. Only a registered Nominee for the EC licence can lodge a Notice of Completion from their EW User ID.

Add New User



The User ID for this login will be the Electrical Contractor's licence number followed by the initials of the user's first and last name. If this User ID already exists, a number will be added to the end of the User ID (e.g. EC200AB2).

You can control the permissions a user has by selecting any options in the Type of Access. If no options are selected, the user will be limited to Read-Only access and can only view existing Drafts and Past Lodgements.

User Details

First Name

Surname

Organisation Name

Email Address to send login details to *

Type of Access

- Create Draft
- Lodge Preliminary Notice
- User Management

The email address entered here is only used to receive the User ID and Password details for registration. This email address is not recorded for use outside of this process.

Save

Back