



## **RULES OF THE ELECTRICAL WORKERS REGISTRATION BOARD**

### **EMPLOYER LICENCES**

Issued by:  
N J J Sickels  
Registrar  
8 April 2011

## **Introduction**

Amendments to the Electricity Act 1992 (the Act) and the introduction of the Electricity (Safety) Regulations 2010 (the Regulations) resulted in changes to the manner in which employer licences are provided for. A specific change is that the Electrical Workers Registration Board (the Board) is the body now responsible for employer licences.

To enable a consistent and transparent approach to be taken to the administration of the employer licence system the Board has set rules in relation to such licences.

## **Rules of the Board**

The Board has introduced the following rules for employer licences.

### **1 Issue of employer licences**

- (a) The Board will issue an employer licence to any person who;
  - (i) makes an application for an employer licence on an application form which has been approved by the Board; and
  - (ii) pays the prescribed fee as referenced in schedule 6 to the Regulations; and
  - (iii) provides the Board with a certificate from an “approved person” that certifies that the applicant for an employer licence is maintaining a system of operation that satisfies the requirements of section 115 of the Act and regulation 94 of the Regulations.

### **2 Duration of employer licences**

- (a) An employer licence comes into force on the date of its issue.
- (b) An employer licence will be valid for a period of five years from the grant date unless it is sooner cancelled or suspended by the Board.

### **3 Renewal of employer licences**

- (a) The Board will require any person wishing to renew an employer licence to satisfy the same requirements and be subject to the same conditions as those applying to the initial issuing of the licence as set out in paragraph 1(a).

- (b) If an application for the renewal of an employer licence has been made but not dealt with before the licence expires, the licence continues in force until the application is dealt with by the Board, and any renewal in that case will take effect from the date on which the licence would (but for the renewal) have expired.

#### **4 Annual certification of system of operation**

- (a) Holders of an employer licence will be required to annually supply the Board with a certificate from an “approved person” which certifies that the employer licence holder is maintaining a system of operation that satisfies the requirements of section 115 of the Act and regulation 94 of the Regulations.
- (b) The annual certificate referenced in (a) above is required to be provided to the Board within thirty days of the anniversary of the employer licence grant date and that certificate must have been issued by an “approved person” within the previous ninety days of being provided to the Board.
- (c) An “approved person” is a person who satisfies the provisions of regulation 96(a) of the Regulations.
- (d) The Board will maintain a list of approved persons in accordance with the criteria as set out in regulation 96 of the Regulations.

#### **5 Certificates of compliance**

Any employer licence holder who wishes to have an individualised certificate of compliance for prescribed electrical work carried out under that holders’ licence can seek approval from the Board for such a certificate in accordance with regulation 69 of the Regulations.

#### **6 Transitional arrangements**

- (a) The Board will recognise any employer licence issued by the Secretary (an existing employer licence) pursuant to section 35 of the transitional provisions of the Electricity Amendment Act 2006 for the duration of the existing term of the licence.
- (b) An existing employer licence may be renewed under Paragraph 3 above.
- (c) Holders of an existing employer licence will be required to annually supply the Board with a certificate from an “approved person” which certifies that the employer licence holder is maintaining a system of operation that satisfies the requirements of section 115 of the Act and regulation 94 of the Regulations.

- (d) The annual certificate referenced in (c) above is required to be provided to the Board within thirty days of the anniversary of the employer licence grant date and that certificate must have been issued by an “approved person” within the previous ninety days of being provided to the Board.

A handwritten signature in black ink, appearing to read 'John Sickels', with a horizontal line underneath.

John Sickels  
Registrar  
8 April 2011