



Electrical Workers Registration Board

SAFETY | COMPETENCY | COMPLIANCE

Issuing Employer Licences Policy

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Signed on this second day of July 2025

R Keys

Presiding Member

1. Purpose/Introduction

- 1.1 Section 115 of the Electricity Act 1992 (“the Act”) provides for the issue of Employer Licences by the Board to any person who meets the requirements laid out in section 116 of the Act.
- 1.2 Under section 115(3) the Board may impose any terms and conditions the Board thinks fit including restricting the types of prescribed electrical work that may be done under an employer licence.
- 1.3 To enable a consistent and transparent approach to be taken to the administration of the employer licence system the Board has set the following policy in relation to the issuing of employer licences.

2. Applications for Employer Licences

- 2.1 Applications for an employer licence are to be made on the Board’s prescribed form which can be obtained from the Board’s website or from the Registrar.
- 2.2 The application must identify the type of prescribed electrical work which will be undertaken and the specific locations where it will be undertaken. Any licence issued will, subject to any other terms or conditions imposed by the Board, be issued on the term that the prescribed electrical work to be undertaken under it will be limited to the types and locations applied for.
- 2.3 Any application must be accompanied by:
 - (a) the prescribed fee. Details of the prescribed fee can be obtained from the Board’s website or from the Registrar;
 - (b) the (initial) certificate from an Accredited Person provided for in section 116 of the Act showing compliance with regulation 95 of the of the Electricity (Safety) Regulations 2010 (“the Regulations”) or such other evidence as is required to satisfy the Board that the requirements of section 115 of the Act have been met;
 - (c) a copy of the Manual provided for in regulation 94 of the Regulations. If a certificate under section 116 of the Act is provided, then the Manual is to be certified as true and correct by the Accredited Person. The details of the names of every employee of the holder who are to carry out prescribed electrical work need only be correct as at the date the Manual is submitted;
 - (d) a copy of any report provided by the Approved Person as defined in regulation 96 of the Regulations who has provided the certificate under section 116 of the Act; and
 - (e) a statement from the Approved Person certifying that the Manual is consistent with the limits on the types of prescribed electrical work and locations applied for in the application.

3. Approved Persons

- 3.1 Regulation 96 of the Electrical (Safety) Regulations 2010 (the Regulations) sets out who may be designated as an Approved Person. Included in the requirements are that they:
 - (a) are accredited auditors as per regulation 4 of the Regulations; and
 - (b) satisfy the Board that they are capable of certifying whether a system of operation complies with section 115(1)(a) and (b) of the Act.
- 3.2 The Board has established the Electrical Workers Registration Board Employer Licence Scheme (the Scheme) as a means of assessing whether Approved Persons meet the requirements to

satisfy the Board that they are capable of certifying whether a system of operation complies with section 115(1)(a) and (b) of the Act. A copy of the Scheme is contained in Appendix 2.

- 3.3 For the purposes of section 116(3) of the Act and regulation 96 of the Regulations the Board maintains a list of Approved Persons which can be obtained from the Registrar by applicants for an employer licence.
- 3.4 Persons who want to be designated as Approved Persons may apply to the Board setting out detail on how they meet the requirements of the Scheme and regulations 4 and 96 of the Regulations.
- 3.5 The Board will require the Approved Person to enter into an agreement covering the terms and conditions of their appointment and may, at any time on giving reasonable notice, audit an Approved Person.
- 3.6 The Board will, from time to time, review its list of Approved Persons and in accordance with regulation 96(2) remove any person it does not consider meets the requirements of regulation 96(1).

4. Initial Certificate and Annual Certification

- 4.1 An applicant for an employer licence who is relying on section 116 of the Act is required to provide a certificate from an Approved Person in accordance with section 115 of the Act (the Initial Certificate).
- 4.2 An Approved Person who provides an initial or an annual certificate must certify that they have carried out their assessment in accordance with the Scheme.
- 4.3 The form of the Initial Certificate is contained in the Appendices. All details set out in the Initial Certificate must be provided. Additional information may be provided. The Initial Certificate must have been issued by an approved person within the previous 90 days of being provided to the Board.
- 4.4 Holders of an employer licence are to supply the Board annually with an annual certificate from an approved person in accordance with section 116 of the Act (the Annual Certificate) within 30 days of the anniversary of the date the employer licence was.
- 4.5 The form of the Annual Certificate is contained in the Appendices. All details set out in the certificate must be provided. Additional information may be provided. The certificate must have been issued by an approved person within the previous 90 days of being provided to the Board.

5. Issuing Employer Licences

- 5.1 The Board will issue an employer licence to any person who meets the requirements specified in the Act, Regulations and this Policy.
- 5.2 Under section 115(3) the Board may impose terms and conditions on an employer licence. The Board will, in considering any application and in issuing any employer licence, impose any terms and conditions it thinks fit. In particular, but without limiting the terms and conditions it may impose, the Board may restrict:
 - (a) the type of prescribed work to be undertaken; and/or
 - (b) the geographic areas in which the prescribed work is to be undertaken.
- 5.3 The Board may delegate the issuing of employer licences to the Registrar in accordance with the Act and its Delegation Agreement, but the Registrar may refer any application at any time to the Board for it to consider and issue.

- 5.4 The Registrar or the Board may, in their sole discretion, consult with the applicant, an Approved Person or any other interested party in respect of an application and/or any terms and conditions it might impose prior to the Board issuing it.
- 5.5 If an employer licence holder disagrees with any term or condition imposed by the Board, they may make submissions to the Board in writing or give notice to the Board that they wish to appear and be heard in respect of those terms and conditions. If they remain dissatisfied with the outcome, they may appeal the decision to the District Court.
- 5.6
- 5.7 The form of the Employer Licence is contained in the appendices.

6. Duration of Employer Licences

- 6.1 Employer licences will be issued for an appropriate term at the discretion of the Board subject to any suspension and/or cancellation under section 120 of the Act.
- 6.2 The Board's policy is to issue employer licences for no more than 18 months on an initial application unless the applicant can show good reason why a longer period should be granted.

7. Employer Manuals and Change of Manual

- 7.1 A holder of an employer licence must at all times maintain a manual as per the requirements of regulation 95 (the Manual). A Manual must be contained in a single coherent document or place and cannot be a collection of web or online documents or references unless capable of being printed as a single document.
- 7.2 The Board must be notified, at the time of Annual Certification, of any changes to the Manual other than any changes to the employee's names under regulation 94(2)(b) and must provide a tracked change copy of the changes to the Manual with the Annual Certification.

8. Renewal of Employer Licences

- 8.1 Any application for renewal of an employer licence that meets the requirements of section 119 of the Act will be granted.
- 8.2 Application is to be made in accordance with the provisions of clause 2 herein.
- 8.3 Renewed Employer licences will be issued for an appropriate term at the discretion of the Board.
- 8.4 In accordance with section 119(6) of the Act 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 must take effect from the date on which the licence would (but for the renewal) have expired.

9. Approved Persons

- 9.1 For the purposes of section 116(3) of the Act and regulation 96 of the Regulations the Board maintains a list of Approved Persons which can be obtained from the Registrar by applicants for an employer licence.

10. Audit

- 10.1 Employer licence holders will be subject to the Board's Audit Policy and may, at any time, be audited in accordance with it.

11. Complaints and Inspection

- 11.1 Employer licence holders are reminded of the provisions of sections 120 to 122 of the Act in relation to complaints against or Board inquiries into employer licence holders and their attention is drawn to the Board's rules in this respect (O-R-07A Complaints Against Employer Licence Holders).
- 11.2 Employer licence holders are also reminded of the Board's powers of inspection under section 123 of the Act.

12. Links to key provisions in legislation

Electricity Act 1992

[Section 115 Employer licence](#)

[Section 116 Requirements treated as satisfied if person obtains certification from approved person](#)

[Section 117 Prescribed electrical work may be done under employer licence](#)

[Section 118 Duration of employer licence](#)

[Section 119 Renewal of employer licence](#)

[Section 120 Cancellation, suspension, and other actions in relation to employer licences](#)

[Section 121 Board must give employer licence holder reasonable opportunity to be heard](#)

[Section 122 Miscellaneous provisions concerning actions under section 120](#)

[Section 123 Powers of inspection](#)

Electricity (Safety) Regulations 2010

[Section 4 Interpretation \(relating to use of accredited auditor\)](#)

[Section 94 Requirements for system of operation of holders of employer licences](#)

[Section 95 Certification of system of operation](#)

[Section 96 Approved persons](#)