



Revision of the Register

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1. Purpose

- 1.1 Section 132 of the Electricity Act 1992 (“the Act”) allows the Registrar to review the Register from time to time. The purpose of a revision is to ensure the Register is current.
- 1.2 The purpose of this policy is to provide the Registrar with directions as to when and how the review of the Register is to be carried out.

2. Policy

- 2.1 The Registrar will review the Register at least once every three years. In carrying out the review the Registrar will write to those persons who have not communicated with the Board or the Registrar within the preceding three years in respect of their registration or licence.
- 2.2 The registrar will, in carrying out the review, consult with the Registrar of Births Deaths and Marriages at Internal Affairs to ascertain whether any registered persons have, during the preceding period, died and should therefore be removed from the Register.
- 2.3 The Registrar, in carrying out a review, shall comply with the provisions of s 132 Act.
- 2.4 If the Registrar writes to a practitioner notifying them of a review of the Register and that person does not respond in the timeframes set out in s 132 of the Act then the Registrar shall, on giving the notice required in s 132, cancel the persons registration and/or practicing licence.
- 2.5 The Registrar may, in carrying out a review, publish those persons whose registration and or licence may be cancelled in the Electron prior to doing any such cancellation being made effective.
- 2.6 The Registrar will report to the Board at the completion of each review and the report will include details do the number of records removed from the Register as a result of the review.

Appendices

Template Review Letter to the Practitioner

Dear

RE REVIEW OF ELECTRICAL WORKERS REGISTER

The Board is currently undertaking a periodic review of the Electrical Workers Register. As part of the review the Board wishes to enquire as to whether you want to retain your registration and/or practising licence. If you do not then your registration and/or practising licence will be cancelled and your details therefore removed from the Register.

Please note that if I do not receive a reply within 3 months of this letter being posted, or if this letter is returned undelivered, I will then give you notice in writing to your last known street address that your registration and/or practising licence will be cancelled if you do not respond within 20 working days of that notice.

Template Cancellation Letter to the Practitioner – No Response

Dear

RE CANCELLATION OF YOUR REGISTRATION OR PRACTISING LICENCE (OR BOTH)

You were recently advised that the Board is undertaking a review of the Electrical Workers Register. I note I have not received a response from you. As such, and in accordance with section 136 of the Electricity Act 1992 you are hereby given notice that unless you respond within 20 working days your registration and/or practising licence will be cancelled forthwith.

Template Cancellation Letter to the Practitioner – Letter Returned Undelivered

Dear

RE CANCELLATION OF YOUR REGISTRATION OR PRACTISING LICENCE (OR BOTH)

You were recently advised that the Board is undertaking a review of the Electrical Workers Register. I note the letter has been returned undelivered. As such, and in accordance with section 136 of the Electricity Act 1992 you are hereby given notice that unless you respond within 20 working days then your registration and/or practising licence will be cancelled forthwith.

Schedules

Electricity Act 1992

132 Revision of register

- (1) The Registrar may at any time, and must if the Board directs, ask whether—
 - (a) a registered person wishes to have that person's registration or practising licence cancelled; or
 - (b) a provisional licence holder or an employer licence holder wishes to have that person's licence cancelled.
- (2) The Registrar must ask by letter addressed to the registered person, provisional licence holder, or employer licence holder at that person's last known street address.
- (3) If the registered person tells the Registrar in writing that the person wishes to have the person's registration or practising licence cancelled, the Board may order that the registration or practising licence be cancelled.
- (4) If the provisional licence holder or employer licence holder tells the Registrar in writing that the person wishes to have the person's licence cancelled, the Board may order that the licence be cancelled.
- (5) If the Registrar does not receive a reply to the letter within 3 months after it was posted, or if the letter is returned to the Registrar undelivered, the Registrar may give the registered person or provisional licence holder or employer licence holder notice in writing at that person's last known street address that the registration or practising licence (or both) of the registered person, or the licence of the provisional licence holder or employer licence holder, may be cancelled if that person does not respond within 20 working days after the date of the notice.
- (6) If the Registrar does not receive a reply within 20 working days after the date of the notice, the Board may order that—
 - (a) the registered person's registration or practising licence (or both) be cancelled; or
 - (b) the licence of the provisional licence holder or employer licence holder be cancelled