

LV Electrical Access/Isolation Permit

All contractors must use this form to gain authorisation prior to performing any LV electrical works on NTA premises.

Part 1 – Application Details

Company	<input type="text"/>		
Person in Charge of Works	<input type="text"/>	Phone	<input type="text"/>
NT Electrical Licence No.	<input type="text"/>	Email	<input type="text"/>

Have you read the **Working on Airport Requirements?**

Note: this document is located on the Darwin International Airport website and Alice Springs Airport website.

Yes No

Are you or your business registered with NTA?

Note: registration is necessary before any work on NTA Leased Area is permitted.

Yes No

Part 2 – Works Details

Description of Works

Location of Works	<input type="text"/>	Building Owner	<input type="text"/>
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Describe the planned works:

Is a sketch or drawing attached? Yes No

Equipment

Equipment Identifier (e.g. Distribution Board Number, Asset Number)	Circuit Number	Date Isolated	Date Re-Energised

Notifications

Notification	People Notified	Date Notified	Time Notified
NTA Staff <input type="checkbox"/> Yes <input type="checkbox"/> No			
NTA Tenants <input type="checkbox"/> Yes <input type="checkbox"/> No			

Checklist

Will you be performing live work*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you provided a documented risk assessment that has been agreed to by an NTA Authorised Person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a lockout kit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an LV rescue kit and trained spotter for this work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reviewed NTA drawings?	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Electrical work on energised electrical equipment is prohibited under Regulation 154 unless an exemption applies. If you intend to perform live work, you must include a documented risk assessment, approved by the NTA Electrical Engineer or Electrical Co-Ordinator and the NTA WH&S Advisor before starting work.

NTA Special Conditions

Part 3 – Acknowledgement of Electrical Worker in Charge of Works

- I understand the hazard of this work and the precautions to be taken.
- I will comply with the NTA special conditions listed in Part 2 above.
- I have discussed the hazards and precautions I will take with the NTA Authorised Person.
- I will return my copy of this Permit for cancellation by the NTA Authorised Person, once work has been safely completed.

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Name of Electrical Worker in Charge of Works	Signature	Date and Time

Part 4 – Authorisation to Work

I authorise the above works to proceed during the specified date and time, in accordance with the NTA special conditions noted in Part 2 above:

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Name and Title of NTA Authorised Person	Phone Number
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Signature	Date and Time

Part 5 – Completion of Works

Checklist	Response	Reason if 'No'
Locks have been removed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
'Danger' tags have been replaced by 'Out of Service' tags	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Circuits have been re-energised	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Legends have been updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The Certificate of Compliance (CoC) has been submitted or attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	

As-built drawings or amendments are: Not required

Required and will be provided by by

Responsible Person Date

Part 6 – Cancellation of Permit

I, the **Electrical Worker in Charge of Works**, confirm that:

- The works described in this Permit have been satisfactorily completed or stopped and made safe.
- All people under my control have been removed from the site.
- Any outstanding matters have been forwarded to the NTA Authorised Person for action.
- This Permit is now cancelled.

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Name of Electrical Worker in Charge of Works	Signature	Date and Time

I, the **NTA Authorised Person**, confirm that:

- This Permit is now cancelled.
- The works described in this Permit have been inspected by me. Yes No

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Name of NTA Authorised Person	Signature	Date and Time