

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application for registration as a building practitioner - Individual - Building Contractor

Use this form to apply for a registration as an individual Building Contractor in accordance with Section 24B of the *Building Act 1993*.

Please see the building practitioner's board [website](#) for further information about the application process and the relevant fee.

Category of Registration you are applying for:					
Building Contractor	Residential	☐	Commercial	☐	
Sub-category	Restricted	☐	Unrestricted	☐	
Registration Term (select one)					
2 years		☐	3 years		☐
			4 years		☐
Do you hold a current NT Building Contractor registration?					
If yes, NT registration number			Expiry Date		
Applicant details (the postal address will be listed on the building practitioners board public register)					
Surname				Date of birth	
Given name/s					
Registered business / trading name					
Residential address					
Suburb		State		Postcode	
Is your postal address the same as above? If no, complete below.					
Postal address					
Suburb		State		Postcode	
Contact details					
Phone number		Mobile number			
Email address					
Disclosures					
If you have answered 'YES' to any of the questions below, you must supply copies of documentation in support of the disclosure.					
1. Are you an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment of your remuneration for their benefit?					Yes / No
If yes, provide details below.					

2. Have you in the last 10 years been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?	Yes / No
If yes, provide details below and a current Australian Criminal History check issued within 3 months from the date of this application.	
3. Have you ever been disqualified from holding an occupational licence or certificate, or had an occupational licence or certificate cancelled, suspended or refused (including interstate licences, certificates or registrations)?	Yes / No
If yes, provide details below.	
4. In respect of any work you have done in an equivalent position, as an individual or nominee of a company registration, have you ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?	Yes / No
If yes, provide details below.	
5. Have you in the last 5 years been a Director, Secretary, Nominee, or a person in a position to control or substantially influence a company's conduct or affairs (such as a shareholder with a significant shareholding, a financier or a senior employee) within 12 months of that company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors?	Yes / No
If yes, provide details below.	
6. Have you ever held or do you currently hold a registration as a building practitioner in any other jurisdiction?	Yes / No
If yes, provide category, jurisdiction & date last registered below.	
Consent for document verification	
We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - https://www.idmatch.gov.au .	
I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.	Yes / No

Applicant declaration			
I, (full name)			
Of (address)			
Solemnly and sincerely declare that:			
○ All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and ○ I have read and understood the information contained in this application and associated guidelines and accept that failure to supply information required on this form may delay processing of this application; and ○ I give the Building Practitioners Board and Occupational Licensing and Systems consent to make any inquiries and to receive and disclose information which is relevant to my eligibility to be registered as a building practitioner; and ○ I acknowledge that information (name, business address and telephone number) will be placed on a public register; and ○ I understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted; and ○ I know that it is an offence to make a declaration which is false in any material particular.			
This declaration is made at (location)		on (date)	
Applicant signature			
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Application checklist – all of the below MUST be provided			
Prescribed fee – See the application forms page for current fee.			☐
Supporting documents if you ticked 'YES' to any disclosure questions above.			☐
All fields of the application form completed and declaration signed.			☐
Photo Identification - A current licence or permit issued by the Commonwealth, State or Territory government that has your full legal name, DOB and photo attached. For example: Driver's licence, passport, evidence of age card, firearms licence.			☐
Qualifications - Pursuant to section 24B(1)(b) of the <i>Building Act 1993</i> , you are required to possess the minimum qualifications as determined by the Minister. See below for minimum qualifications details.			
• Certificate IV in Building and Construction (CPC40120), or an equivalent* qualification accepted by the Board, if you are applying for: - Building Contractor Residential (Restricted) - Building Contractor Residential (Unrestricted) - Building Contractor Commercial (Restricted)			☐
• Diploma of Building and Construction (Building) (CPC50220), or an equivalent* qualification accepted by the Board, if you are applying for: - Building Contractor Commercial (Unrestricted)			☐
Note: An 'equivalent' qualification must be accompanied by written evidence from a Registered Training Organisation confirming that the qualification is equivalent to or higher than the above qualifications. Check the Ministerial Determination to ensure you have completed the minimum qualification units.			

Evidence of Experience requirement- The Ministerial Determination requires an applicant to demonstrate in your application, evidence of at least 3 years practical experience in the area of registration you're applying for, which must be: • for building contractor <u>residential</u> applicants, experience gained within the last 10 years, or • for building contractor <u>commercial</u> applicants, experience gained within the last 15 years; and • at least 1 year of the evidence must be gained locally from within the Northern Territory.	
For registration as a Building Contractor <u>Residential (Restricted)</u> – Additional . ○ Show evidence of at least 3 years practical experience in carrying out the <i>causing</i> of the building work associated with the construction of new or extensions to the habitable floor area of Class 1a houses and townhouses and/or Class 2 units up to and including a height of 2 storeys. This evidence is to be completed on the Specific Project Details Form for <u>each</u> project.	☐
For registration as a Building Contractor <u>Residential (Unrestricted)</u> – Additional . ○ Show evidence of at least 3 years practical experience in carrying out the <i>causing</i> of the building work associated with the construction of new extensions to the habitable floor area of Class 2 units more than 2 storeys in height. This evidence is to be completed on the Specific Project Details Form for <u>each</u> project.	☐
For registration as a Building Contractor <u>Commercial (Restricted)</u> – Additional . ○ Show evidence of at least 3 years practical experience in carrying out the <i>causing</i> of the building work associated with the construction of new or extensions to the habitable floor area of Class 1B; Class 3 to Class 9 buildings up to and including a height of 3 storeys; Class 10 building attached to a Class 3 to 9 building and constructed at the same time. This experience is to be completed on the Specific Project Details Form for <u>each</u> project.	☐
For registration as a Building Contractor <u>Commercial (Unrestricted)</u> – Additional . ○ Show evidence of at least 3 years practical experience in carrying out the <i>causing</i> of the building work associated with the construction of new or extensions to the habitable floor area of Class 1B; Class 3 to Class 9 buildings of any height; Class 10 building attached to a Class 3 to 9 building and constructed at the same time. This experience is to be completed on the Specific Project Details Form for <u>each</u> project.	☐
Evidence of the Builder's Declaration and Permit to Occupy - • A clear and legible copy of the Builder's Declaration and Permit to Occupy is to be provided for <u>each</u> project claimed in your experience. Note 1: If you were not the signatory of the Builder Declaration, then a detailed written reference from the registered builder(s) who signed the builder declaration must be provided in support of the evidence claimed and must specify the project dates and address, your personal involvement and your roles and responsibilities in each project claimed. Note 2: Do not provide the permit application, only the finalised Permit to Occupy is to be provided.	☐
Resume - Your current resume detailing your work experience and employment history addressing the requirements of the experience criteria in the category being applied for including: ○ Design, on-site construction supervision etc. are to be indicated; and ○ Specific description of projects including address, detailing your role and responsibilities and your personal level of involvement in these projects and the dates of commencement and completion.	☐
Net Tangible Asset Certificate - You must provide an original Net Assets Certificate, as certified by a registered accountant that you as an Individual only have "Net Tangible Assets" of \$50,000 or more, as required by the <i>Building Regulations 1993</i> . You <u>must</u> maintain at least that minimum amount during the entire period of registration. Your Accountant can download a certificate template from here .	☐

Note: The Building Practitioners Board can at any time require a Building Contractor to produce evidence to assess compliance with the requirement to hold the minimum Net Tangible Assets of \$50,000 in accordance with section 25B of the *Building Regulations 1993*.

Disclaimer

The Building Practitioners Board and Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002* and the *Building Act 1993*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete, and we will be unable to process it.

The information you provide will be accessible to Occupational Licensing and Systems and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

The names, business addresses and business telephone numbers of registered building practitioners will be entered into a register of building practitioners. This register will be available for the public to access via our internet site or upon request.

Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below.

Darwin	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine	Big Rivers Government Centre, 5 First Street
Tennant Creek	Barkly Business Hub, 63 Haddock Street
Alice Springs	Ground Floor, The Green Well Building, 50 Bath Street

1800 193 111

territorybusinesscentre@nt.gov.au

GPO Box 9800 Darwin NT 0801

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies - in person/mail); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.