

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

APPLICATION FOR REGISTRATION AS A BUILDING PRACTITIONER CERTIFYING ARCHITECT INDIVIDUAL

SECTION 1 PERSONAL DETAILS

FAMILY NAME (Surname)	<input type="text"/>		
GIVEN NAME (First name)	<input type="text"/>	OTHER NAMES (Middle names)	<input type="text"/>
PREFERRED NAME	<input type="text"/>	BIRTH FAMILY NAME (e.g. maiden name)	<input type="text"/>
GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>	DATE OF BIRTH <input type="text"/>

For identification purposes a copy of your birth certificate, passport, drivers licence and Medicare card or other acceptable documentation must be attached to this application. A copy of the Board's identification policy is available online at www.nt.gov.au/bpb.

SECTION 2 CONTACT DETAILS

BUSINESS HOURS PHONE NUMBER	<input type="text"/>	AFTER HOURS PHONE NUMBER	<input type="text"/>
FAX NUMBER	<input type="text"/>	MOBILE PHONE NUMBER	<input type="text"/>
EMAIL	<input type="text"/>		

SECTION 3 ADDRESS DETAILS

HOME ADDRESS	<input type="text"/>
	<input type="text"/>
POSTAL ADDRESS	<input type="text"/>
For the service of notices and documents	<input type="text"/>

Please note that this address will be listed on the public register of building practitioners

SECTION 4 QUALIFICATION REQUIREMENTS

You are required to possess the qualifications as determined by the Minister, pursuant to Section 24(1)(b) of the *Building Act*. That is registration as an architect under the *Architects Act*.

Complete your registration details below:

Registration No:	AR
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A copy of your certificate of registration needs to be attached to this application.

SECTION 5 EXPERIENCE REQUIREMENTS

You are required to possess the experience as determined by the Minister, pursuant to Section 24(1)(b) of the *Building Act*. That is 4 years practical experience in building surveying work in relation to all classes of buildings.

A resume must be submitted with your application detailing your work experience and addressing the requirements of the experience criteria in the category being applied for. All aspects of experience ie. design, on-site construction supervision etc are to be indicated. A specific description of projects must also be provided, detailing your level of involvement in these projects and the dates of commencement and completion.

At least one written reference must be provided that confirms your recent experience listed on your resume.

SECTION 6 OTHER INFORMATION

In order to assist the Building Practitioners Board in determining whether you are a fit and proper person to be registered pursuant to Section 24(1)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you been declared bankrupt or entered into an arrangement with creditors in the last 5 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you an undischarged bankrupt? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you in the last 5 years been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been disqualified from holding an occupational licence or certificate, or had an occupational licence or certificate cancelled or suspended (including interstate licences, certificates or registrations)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In respect of any work you have done in an equivalent position, have you ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you been a Director, Secretary or a person in a position to control or substantially influence a company's conduct or affairs 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? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have ticked YES to any of these questions you MUST provide details and copies of all relevant documentation.

SECTION 7 INSURANCE REQUIREMENTS

You are required to hold a current Professional Indemnity Insurance Policy of at least \$100,000.

The insurance certificate of currency cover must be submitted with your application. The policy must note you as an insured party or if you are using your employers insurance it must be accompanied by a letter from the employer on company letterhead (and signed by a company director) confirming that you are covered by their insurance policy.

SECTION 8 STATUTORY DECLARATION

Oaths, Affidavits and Declarations Act

I, _____ (full name) do solemnly and sincerely declare that the particulars contained in this application and following statements are true and correct and all of the attachments are the original or a complete and accurate copy of the original.

- I give the Northern Territory Building Practitioners Board consent to make any inquiries and to receive and disclose any information which is relevant to my initial and ongoing eligibility to be registered as a building practitioner;
- I acknowledge that information (name, business address and telephone number) will be placed on a register that is open to the public;
- I accept that failure to supply information required on this form may delay processing of this application;
- I understand and acknowledge my legal obligations under the *Building Act* if registration is granted;

And I make this declaration by virtue of the *Oath, Affidavits and Declarations Act* knowing that the declaration is true in every particular and with the knowledge that it is an offence to make a statutory declaration that is false in any material particular.

Declared at _____ (place where the declaration is made) on the
_____ day of _____ 20____.

Signature (person making the declaration)

Signature of Witness

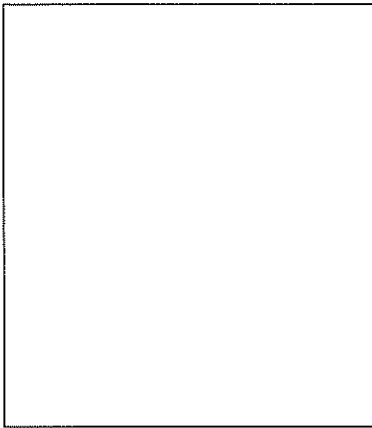
Full Name and Address of Witness

Note: it is an offence under the *Oaths, Affidavits and Declarations Act* for a person to intentionally do something to a Statutory Declaration that results in it becoming false or misleading whether the thing done is done intentionally or recklessly. If convicted of this offence you may be fined or imprisoned. It is an offence under the *Criminal Code Act* for a person to make a statutory declaration that is, to the knowledge of the person making the statutory declaration, false. If convicted of this offence you may be imprisoned.

This declaration may be made before any person who has attained the age of 18 years.

SECTION 9 PHOTO REGISTRATION CARD

An optional wallet sized registration card which will include your photograph is offered, at no additional cost. If you wish to obtain this card, please attach a photo to this application form using tape on the rear of the photo only.



Photos must

- Head and shoulders
- Be no more than 6 months old
- Be passport quality
- Be on photo paper
- Have clear white background
- 4.5 – 5 cm high, 3.5 – 4 cm wide
- Not have any border
- Have your full name on the back

Note: Alternatively, you may email a photo to bpb@nt.gov.au, giving your full name. If you email the photograph, please write 'photo emailed' in the space provided for the photograph.

SECTION 10 PAYMENT OF FEES

An application fee is applicable. This fee is non refundable but is credited to the 2 year registration fee. The fee is payable either by cheque made payable to the "Receiver of Territory Monies" (RTM), by credit card or cash (lodged in person only – DO NOT SEND CASH VIA MAIL).

PLEASE REFER TO THE PAY SCHEDULE FOR CORRECT FEE AMOUNTS – This is located on our website www.nt.gov.au/bpb/forms.shtml

Payment Details

A cheque for \$_____ is enclosed **OR**

Please debit my VISA MasterCard

For \$_____

Credit Card Number

Expiry Date

Card holder name _____

Card holder signature _____ Date ___/___/___

FOR OFFICE USE ONLY

Receipt Number

Date

Amount

Received By

PRIVACY

The Building Practitioners Board of the Northern Territory (NT) is collecting the information on this form to determine whether or not you are eligible for registration as a building practitioner - certifying architect, in accordance with the provisions of the *Building Act*. 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. The Building Practitioners board collects personal information in accordance with the Northern Territory Government's privacy statement available at www.nt.gov.au/ntg/disclaimer.shtml and adheres to the privacy legislation contained within the *Information Act* (NT). Personal information provided on this form can be accessed by you. For more information, please contact the Building Practitioners Board, or the Audit and Information Officer for the Department, on 8924 7434.

SUBMITTING**CHECKLIST - Please ensure that you have provided the following:**

- Completed Form
- Resume
- References
- Copy of Architects Registration Certificate
- Copy of Insurance Certificate
- All Relevant Documentation Required by Section 6
- Identification
- Photograph (if a registration card is required)
- Application Fee

The completed form, attachments and fee should be addressed to The Registrar, Building Practitioners Board and

POSTED TO OR **LODGED IN PERSON** Monday to Friday 8:00AM to 4:00PM

The Registrar
Building Practitioners Board
GPO Box 1680
DARWIN NT 0801

Ground Floor, Arnhemica House
16 Parap Road
PARAP
Phone 8936 4082

First Floor, Alice Springs Plaza
36 Todd St (Cnr Todd Mall & Parsons St)
ALICE SPRINGS
Phone 8951 9218

First Floor, Government Centre
5 First St
KATHERINE
Phone 8973 8926

33 Leichhardt St
TENNANT CREEK
Phone 8951 9218 (Alice Springs)