# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for registration as a building practitioner – Individual certifying engineer

Use this form to apply for registration as an individual building certifier in accordance with Section 23 of the *Building Act 1993*.

Please see the building practitioner's board <u>website</u> for further information about the application process and the relevant fee.

Registration category	/ (select one)						
Structural		Hydraulic			Mechanic	al 🗆	
Applicant details (ple	ase note the posta	al address will b	e listed on	the public	register of buil	ding practitio	oners)
Surname					Date of birt	:h	
Given name/s							
Registered business /	trading name						
Residential address							
Suburb				State		Postcode	
Is your postal address	s the same as ab	ove? If no, co	mplete be	low.			
Postal address							
Suburb:				State:		Postcode:	
Contact details							
Phone number			Mob	le numbe	r		
Email address							
Disclosures							
If you have answered documentation.	l yes to any of th	ne questions b	elow, plea	ase provid	e details and	copies of all	relevant
Are you an undiscent the relief of bandassignment of you	krupt or insolv	ent debtors,	compoun				Yes / No
If yes, provide details	below.						
2. Have you in the traffic offence) or	•			inal offen	ce (other tha	n a minor	Yes / No
If yes, provide details	below.						



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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)?	
If yes, provide details below.	
4. 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?	Yes / No
If yes, provide details below.	
5. Have you in the last 5 years been a Director, Secretary 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.	

Applicant declaration						
I, (full name)						
Of (address)						
<ul> <li>Solemnly and sincerely declare that:</li> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the Oaths, Affidavits and Declarations Act 2010; and</li> <li>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;</li> <li>I give the Building Practitioners Board consent to make any inquiries and to receive and disclose information which is relevant to my ongoing eligibility to be registered as an architect;</li> <li>I acknowledge that information (name, business address and telephone number) will be placed on a public register;</li> <li>I understand and acknowledge my legal obligations under the Building Act 1993 if registration is granted; and</li> </ul>						
<ul> <li>I know that it is an offence to make a declaration which is false in any material particular.</li> <li>This declaration is made at (location)</li> </ul> on (date)		ıar.				
Applicant signature	on (date)					
Note: Under the Oaths, Affidavits and Declarations Act 2010 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.						
Qualification requirements checklist						
Prescribed application fee – See the <u>application forms</u> page for curre	nt fee.					
Completed and signed declaration.						
<ul> <li>Photo ID attached.</li> <li>Current licence or permit issued by the Commonwealth, State that has your DOB and photo attached. For example: Drivers evidence of age card, firearms licence, working with children's</li> </ul>	licence, passport,	nt 🗆				
Professional Indemnity Insurance Certificate of Currency of minimum	n \$1,000,000					
Description of services covered i.e. engineering, certification (	nd Period of insurance ('consulting' not accepte	d)				
<b>Note 2</b> : The insurance certificate of currency must be submitted with policy must note you as an insured party or if you are using your emple accompanied by a letter from the employer on company letterheat company director) confirming that you are covered by their insurance.	ployer's insurance it mus ad (and signed by a					
<b>Note 3:</b> If you are using your employer's insurance, your employer me building practitioner in the Northern Territory in the same category. Yestriction on your registration stating that you are restricted to project employer only.	You will also have a	a				

Copy of your qualification requirements attached.			
<ul> <li>A qualification required for membership of the Institution of Engineers, Australia as a professional engineer eligible to use the post nominal MIEAust OR</li> </ul>			
<ul> <li>A Certificate of Registration in the <u>relevant</u> category (structural engineer or mechanical engineer) on the National Engineering Register (NER).</li> </ul>			
Evidence of experience requirements attached.			
Three years practical experience, including 12 months practical experience in design and 12 months practical experience in supervision, relevant to the sub-category applied for.			
The below must be attached:			
<ul> <li>Resume detailing your work experience and employment history addressing the requirements of the experience criteria in the category being applied for including:</li> </ul>			
<ul> <li>All aspects of experience i.e. Design, on-site construction supervision etc. are to be indicated; and</li> </ul>			
<ul> <li>Specific description of projects must also be provided, detailing your level of involvement in these projects and the dates of commencement and completion.</li> </ul>			
<ul> <li>Minimum 3 current written reference(s) from registered practitioners on company letterhead, signed and dated (preferably registered in the Northern Territory) attached that confirms your recent experience listed on your resume.</li> </ul>			

#### **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 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		

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## 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.