

## NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

# APPLICATION FOR REGISTRATION AS A BUILDING PRACTITIONER CERTIFYING ENGINEER - INDIVIDUAL

### SECTION 1 PERSONAL DETAILS

<b>FAMILY NAME</b> (Surname)			
<b>GIVEN NAME</b> (First name)		<b>OTHER NAMES</b> (Middle names)	
<b>PREFERRED NAME</b>		<b>BIRTH FAMILY NAME</b> (e.g. maiden name)	
<b>GENDER</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>DATE OF BIRTH</b> <span style="border: 1px solid black; width: 150px; height: 25px; display: inline-block; vertical-align: middle;"></span>

### SECTION 2 CONTACT DETAILS

<b>BUSINESS HOURS</b>		<b>AFTER HOURS</b>	
<b>PHONE NUMBER</b>		<b>PHONE NUMBER</b>	
<b>FAX NUMBER</b>		<b>MOBILE PHONE</b>	
		<b>NUMBER</b>	
<b>EMAIL</b>			

### SECTION 3 ADDRESS DETAILS

<b>HOME ADDRESS</b>	
<b>POSTAL ADDRESS</b>	
For the service of notices and documents	
	<b>Please note that this address will be listed on the public register of building practitioners</b>

### FOR OFFICE USE ONLY

Receipt Number		Date	
Amount		Received By	

## SECTION 4 SUB-CATEGORY OF PRACTITIONER BEING APPLIED FOR

Indicate sub-category being sought:-

- CERTIFYING ENGINEER STRUCTURAL - A certifying engineer (structural) may certify the design and / or construction of all classes of buildings or structures.
- CERTIFYING ENGINEER HYDRAULIC – A certifying engineer (hydraulic) may certify the design and / or construction of plumbing and drainage works and hydraulic fire services (including on-site sewage treatment systems, fire hydrants, fire hose reels and fire sprinkler/suppression systems servicing all classes of buildings or structures.
- CERTIFYING ENGINEER MECHANICAL – A certifying engineer (mechanical) may certify the design and / or construction of mechanical systems (including lift systems and air handling / ventilation systems) servicing all classes of buildings or structures and component elements in accordance with the structural provisions of the National Construction Code (NCC).

## SECTION 5 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;

- 1) A qualification required for membership of the Institution of Engineers, Australia as a professional engineer eligible to use the post nominals MIEAust;

A copy of your qualifications must be provided with your application.

Qualifications	Issued By	Date Completed

OR

- 2) A Certificate of Registration in the **relevant** category (structural engineer, building services engineer or mechanical engineer) on the National Engineering Register (NER).

Complete your registration details below:

<b>Registration No:</b>	<b>Category</b>	<b>Expiry Date:</b>	
-------------------------	-----------------	---------------------	--

A copy of the certificate of registration must be provided with your application.

NOTE If you are registered on the National Engineering Register (NER) you do not need to complete section 6. Please proceed to section 7.

**SECTION 6 EXPERIENCE REQUIREMENTS – Not applicable for applicants registered on the National Engineering Register (NER)**

You are required to possess the experience as determined by the Minister, pursuant to Section 24(1)(b) of the *Building Act*. That is:

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. A resumé 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 three written references from registered practitioners (preferably registered in the Northern Territory) must be provided that confirms your recent experience listed on your resumé.

**SECTION 7 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. Are you an undischarged bankrupt or have you entered into any current Part IX agreement or Part X arrangement or agreement under the Bankruptcy Act 1966?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you in the last 5 years become bankrupt or have you entered into a Part IX agreement or Part X arrangement or agreement under the Bankruptcy Act 1966?  | <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 or refused (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 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever held a registration as a building practitioner in any other state?<br>If yes please provide details:<br>Category.....State.....Expiry.....   | <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 8 INSURANCE REQUIREMENTS

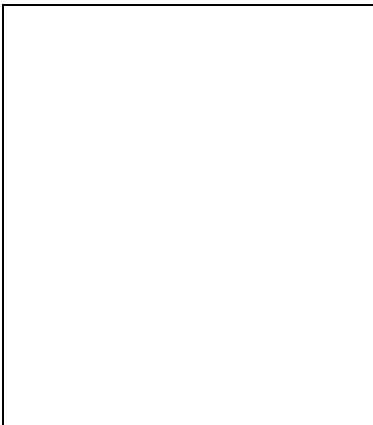
You are required to hold current Professional Indemnity Insurance in accordance with the following schedule.

Engineer Structural.....	\$1 Million
Engineer Mechanical and Engineer Hydraulic .....	\$100,000

The insurance certificate of currency must be submitted with your application. The policy must note you as an insured party or if you are using your employer's 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. Please note if the company is providing insurance then the company must also be registered, please refer to the Building Practitioners Board Policy BPB-013 for further information.

## 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

- Show head and shoulders
- Be no more than 6 months old
- Be passport quality
- Be on photo paper
- Have clear white background
- Be 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 JPEG photo to [bbp@nt.gov.au](mailto:bbp@nt.gov.au), giving your full name. If you email the photograph, please write 'photo emailed' in the space provided for the photograph.

### 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 renewal of registration as a building practitioner 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 to the public 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](http://www.nt.gov.au/ntg/disclaimer.shtml). For more information please contact the Building Practitioners Board, or the Building Advisory Services on (08) 8999 6435.

## SECTION 10 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.

<b>PAYMENT DETAILS</b>			
Contact your local Territory Business Centre for the relevant schedule of fees.			
Cash - Territory Business Centre			
Cheque - payable to RTM (Receiver of Territory monies)			
Credit card	Visa MasterCard		
Credit card number			
Expiry			
Name on card			
I hereby authorise the Territory Business Centre to debit the above credit card for the amount of		\$	
Amount in words			dollars
Signature of cardholder		Date	
Contact phone number			

<b>LODGEMENT DETAILS</b>	
Applications can be lodged at a Territory Business Centre with the prescribed fee at:	
<p><b>Darwin</b>  Darwin Corporate Park  Ground Floor, Building 3  631 Stuart Highy Way BERRIMAH NT 0828  Darwin  GPO Box 9800  Darwin NT 0801  t: (08) 8982 1700  f: (08) 8982 1725  Toll free: 1800 193 111  e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>	<p><b>Katherine</b>  Shop 1, Randazzo Building  18 Katherine Terrace  Katherine  PO Box 9800  Katherine NT 0851  t: (08) 8973 8180  f: (08) 8973 8188  e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>
<p><b>Tennant Creek</b>  Shop 2, Barkly House  Cnr Davidson and Paterson Streets  Tennant Creek  PO Box 9800  Tennant Creek NT 0861  t: (08) 8962 4411  f: (08) 8982 1725  e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>	<p><b>Alice Springs</b>  Ground Floor, The Green Well Building  50 Bath Street  Alice Springs  PO Box 9800  Alice Springs NT 0871  t: (08) 8951 8524  f: (08) 8951 8533  e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>

<b>SUBMITTING</b>
-------------------

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

Application form completed, signed and witnessed where applicable.

 **Copy of Qualifications**

A qualification required for membership of the Institution of Engineers, Australia as a professional engineer eligible to use the post nominals MIEAust;

A copy of your qualifications must be provided with your application.

OR

A Certificate of Registration in the relevant category (structural engineer, building services engineer or mechanical engineer) on the National Engineering Register (NER).

 **Resumé (if no NER Registration)**

A detailed resume outlining your work experience and addressing the experience criteria of the category applied for. All aspects of experience are to be indicated. A specific description of projects must also be provided, detailing your role and responsibilities and the level of involvement in these projects and the dates of commencement and completion.

 **References (if no NER Registration)**

At least three current written references from registered practitioners, (preferably registered in the Northern Territory) must provide evidence that confirms your recent experience in the category applied for, outlining your role and responsibilities and your competence to practise in that category.

The individuals providing the references must provide his/her full name, contact details, occupation as well as sign and date the letter.

 **Copy of Insurance Certificate**

The insurance certificate of currency must be submitted with your application. The policy must note you as an insured party or if you are using your employer's 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.

 **All Relevant Documentation Required by Section 7**

If you ticked YES to any questions you must provide full details of all relevant documentation on a separate sheet of paper in the form of a statutory declaration clearly outlining the date, reasons and outcomes.

 **Identification**

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 <http://www.bpb.nt.gov.au>

 **Photograph (optional)**

Passport photograph to be included in the application if you wish to be issued a registration card.

 **Application Fee**

Complete credit card details on page 6 of the application or enclose cheque made out to RTM.