

**NORTHERN TERRITORY OF AUSTRALIA
BUILDING PRACTITIONERS BOARD**

APPLICATION FOR OWNER-BUILDER CERTIFICATE

SECTION 1 PERSONAL DETAILS

Please complete personal details for ALL REGISTERED OWNERS of the property where the building works will be undertaken. If there are more than 2 owners please photocopy this page and attach to the application. **A Company or a Trust can NOT apply for an owner-builder certificate.**

APPLICANT 1

FAMILY NAME (Surname)			
GIVEN NAME (First Name)		OTHER NAMES (Middle Names)	
PREFERRED NAME		BIRTH FAMILY NAME (Maiden)	
GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>	DATE OF BIRTH
BUSINESS HOURS PHONE NUMBER		AFTER HOURS PHONE NUMBER	
FAX NUMBER		MOBILE PHONE NUMBER	
EMAIL			
HOME ADDRESS			
POSTAL ADDRESS			
For the service of notices and documents			

FOR OFFICE USE ONLY

Receipt		Date	
Amount		Received By	

APPLICANT 2

FAMILY NAME
(Surname)

GIVEN NAME
(First Name) **OTHER NAMES**
(Middle Names)

PREFERRED NAME **BIRTH FAMILY NAME**
(Maiden)

GENDER Male Female **DATE OF BIRTH**

BUSINESS HOURS PHONE NUMBER **AFTER HOURS PHONE NUMBER**

FAX NUMBER **MOBILE PHONE NUMBER**

EMAIL

HOME ADDRESS

POSTAL ADDRESS

(For the service)
(of notices and)
(documents)

SECTION 2 TYPE OF APPLICATION

Please indicate type of application

NEW

OR

RENEWAL Existing Owner Builder Certificate Number

SECTION 3 DETAILS OF PROPERTY

Please provide a current (within the last 28 days) title certificate for the property where owner-builder work will be undertaken with your application.

LOT NUMBER **LOCATION**
eg Town of Darwin

PROPERTY ADDRESS

SECTION 4 DETAILS OF PROPOSED BUILDING WORKS

Please provide SPECIFIC details of proposed building works (see **note** below) -

PLEASE NOTE:

An OWNER-BUILDER CERTIFICATE is required to build a new house (Class 1a single detached dwelling) or extensions to an existing house, over \$12,000. This also includes carports and verandahs etc (Class 10 structures) attached to the house and built at the same time as the house and retaining walls related to the structural integrity of the house.

The construction of new duplexes / townhouses (Class 1a or Class 2 flats / units) or extensions to these buildings over \$12,000 cannot be undertaken by an owner-builder and **MUST BE** undertaken by a REGISTERED BUILDING CONTRACTOR.

SECTION 5 NT OWNER-BUILDER MANUAL DECLARATION

At least one of the applicants must have read and understood the Northern Territory Owner-Builder Manual.

The Declaration **in the Northern Territory Owner-Builder Manual** must be signed by one of the applicants and attached to this application.

SECTION 6 PAYMENT OF FEES

An application fee is applicable. 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					

SIGNATURE OF CARD HOLDER

PRINT NAME

DATE: ____/____/____

SECTION 7 DECLARATION

This declaration must be made by all owners of the property. If there are more than 2 owners please photocopy this page and attach to the application.

I/We, _____
(insert full names)

being the owner/s of the property where owner-builder work will be undertaken being:

(insert address of property)

do solemnly and sincerely declare that the contents of this application form and the following statements are true and correct, and I/we understand that providing a false declaration is an offence under section 48E (3) of the *Building Act* with a maximum penalty up to 85 penalty units.

- I/We acknowledge that a building permit (issued by a building certifier) is required prior to commencement of the work;
- I/We acknowledge that the building certifier is to be provided with a Builder's Declaration issued by me/us in the approved form, in accordance with the *Building Act*, no later than 14 days after completion of the building work;
- I/We acknowledge that I/we are responsible for rectifying any defective work for the period of time that the Consumer Guarantees last (six years for structural defects and one year for non structural defects);
- I/We have not entered into an agreement to transfer ownership of the land to another person;
- I/We accept that failure to supply information required on this form may delay processing of this application;

Declared at _____ this _____ day of _____ 20__.

Signature of Owner

Signature of Owner

Signature of Witness

Signature of Witness

Name and Address of Witness

Name and Address of Witness

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 an owner-builder's certificate, in accordance with the provisions of the *Building Act*. Any information you provide is on a voluntary basis but is needed to process your application. 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(Signed and Witnessed)**

Application must be completed by **all individual Owner(s)** listed on the title search, a company or a trust cannot apply for an Owner builder Certificate.

 Application Fee

Complete credit card details on page 3 of the application or enclose cheque made out to RTM.

 Search Certificate for property (less than 28 days old)

Applicants must purchase a title search from the Lands Titles Office and must be less than 28 days old

 Declaration from the Northern Territory Owner Builders Manual

At least one individual must have read the Northern Territory Owner builders Manual and compete and sign

The completed form, attachments and fee should be addressed to The Registrar, Building Practioners Board the Owner Builder Declaration and submit with the application

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

The Registrar
Building Practitioners Board
GPO Box 1154
DARWIN NT 0801

Ground Floor, Territory Business Centre
76 The Esplanade
DARWIN NT
Phone (08) 8936 4082

Ground Floor, Green Well Building
50 Bath Street
ALICE SPRINGS
Phone 8951 8524

Shop 1, Randazzo Building
18 Katherine Terrace
KATHERINE
Phone 8973 8180

Shop2, Barkly House
Cnr Davidson and Paterson
TENNANT CREEK
Phone 8962 4411

EMAIL: territory.businesscentre@nt.gov.au