

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for renewal of registration as a building practitioner - Corporation

Use this form to renew your registration as a building contractor - corporation in accordance with 24E of the [Building Act 1993](#).

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

Corporation details				
Corporation name				
Business/trading name				
ACN	ABN			
Current practitioner registration category details				
Registration number		Expiry date		
Registration category (you can only renew your current category)				
Building Contractor Residential (Restricted)				<input type="checkbox"/>
Building Contractor Residential (Unrestricted)				<input type="checkbox"/>
Certifying Plumber and Drainer				<input type="checkbox"/>
Certifying Engineer (Structural)				<input type="checkbox"/>
Certifying Engineer (Mechanical)				<input type="checkbox"/>
Certifying Engineer (Hydraulic)				<input type="checkbox"/>
Building Certifier (Residential)				<input type="checkbox"/>
Building Certifier (Unrestricted)				<input type="checkbox"/>
Certifying Plumber and Drainer (Design)				<input type="checkbox"/>
Certifying Architect				<input type="checkbox"/>
Business address (please note the postal address will be listed on the public register of building practitioners)				
Business address				
Suburb		State		Postcode
Is your postal address the same as above? If no, complete below.				
Postal address				
Suburb		State		Postcode
Contact details				
Contact person				
Phone number		Mobile number		
Email address				

**Director and persons concerned with management**

List the names of all directors or persons concerned in the management or conduct of the corporation and the positions they hold (attach list if necessary) Support this list with a copy of the current ASIC extract dated within 28 days from the date of this application:

Name	Position	Address

**Nominees list**  
**Note:** If a nominee ceases to act as a registered practitioner for this corporation, the Directors must notify the Board with 7 days and complete the notification of change form.

Full name			
NT registration no		Expiry date	

I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993* during the period I am the registered practitioner.

Nominee signature		Date	
-------------------	--	------	--

Full name			
NT registration no		Expiry date	

I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993* during the period I am the registered practitioner.

Nominee signature		Date	
-------------------	--	------	--

Full name			
NT registration no		Expiry date	

I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993* during the period I am the registered practitioner.

Nominee signature		Date	
-------------------	--	------	--

Full name			
NT registration no		Expiry date	

I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993* during the period I am the registered practitioner.

Nominee signature		Date	
-------------------	--	------	--

Disclosures (Fit and proper)	
<p>To assist the Building Practitioners Board, under Section 24F(3)(b) or Section 24F(4)(b) of the <i>Building Act 1993</i> all directors and any other persons concerned with the management or conduct of the corporation must prove they are fit and proper persons to be registered.</p> <p><b>Note:</b> If any persons concerned in the management or conduct of the corporation answered yes to any of the questions below, please provide details and copies of all relevant documentation.</p>	
<p>Have any directors or any other persons concerned in the management or conduct of the corporation:</p>	
<p>1. Been declared an undischarged bankrupt or entered into any current Part IX agreement or Part X arrangement or agreement under the <i>Bankruptcy Act 1966</i>?</p>	Yes / No
<p>(If yes, provide details below)</p>	
<p>2. In the last 5 years, become bankrupt or have entered into a Part IX agreement or Part X arrangement or agreement under the <i>Bankruptcy Act 1966</i>?</p>	Yes / No
<p>(If yes, provide details below)</p>	
<p>3. In the last 5 years, been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?</p>	Yes / No
<p>(If yes, provide details below)</p>	
<p>4. 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)?</p>	Yes / No
<p>(If yes, provide details below)</p>	
<p>5. In respect of any work done in an equivalent position, been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?</p>	Yes / No
<p>(If yes, provide details below)</p>	
<p>6. 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?</p>	Yes / No
<p>(If yes, provide details below)</p>	

Disclosures (Past performance)	
<p>To assist the Building Practitioners Board, under Section 24F(3)(b) or Section 24F(4)(b) of the <i>Building Act 1993</i> all directors and any other persons concerned with the management or conduct of the corporation must prove they are fit and proper persons to be registered.</p> <p><b>Note:</b> If any persons concerned in the management or conduct of the corporation answered yes to any of the questions below, please provide details and copies of all relevant documentation.</p>	
In the last three years, has the corporation:	
1. Been party to a dispute concerning building work with any client or subcontractor in any court proceedings (whether in Australia or elsewhere) or through the Office of Consumer Affairs, Commissioner of Residential Building Disputes, or the Community Justice Centre?	Yes / No
(If yes, provide details below)	
2. Been party to rapid adjudication proceedings under the <i>Construction Contracts (Security of Payments) Act 2004</i> (or equivalent in Australia or elsewhere)?	Yes / No
(If yes, provide details below)	
3. Received notification from the Director of Building Control concerning a complaint pursuant to section 29 of the <i>Building Act 1993</i> (or equivalent in Australia or elsewhere)?	Yes / No
(If yes, provide details below)	
4. Been the subject of an audit conducted by the Director of Building Control pursuant to section 34A of the <i>Building Act 1993</i> (or equivalent in Australia or elsewhere)?	Yes / No
(If yes, provide details below)	
5. Been the subject of an investigation or inquiry concerning building work (or equivalent in Australia or elsewhere)? Please include an investigation or inquiry by a professional body such as the Australian Institute of Building Surveyors, Engineers Australia, Australian Royal Institute of Architects or associations such as Master Builders Association or Housing Industry Association.	Yes / No
(If yes, provide details below)	
6. Had any claim under its professional indemnity insurance, or under a Residential Building Cover Scheme (or an equivalent scheme in Australia or elsewhere) been allowed?	Yes / No
(If yes, provide details below)	

7. Been the subject of a winding up application?		Yes / No	
(If yes, provide details below)			
<b>Consent for document verification</b>			
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 - <a href="https://www.idmatch.gov.au">https://www.idmatch.gov.au</a> .			
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
<b>Unattested declaration</b>			
This declaration must be made by 2 directors or a director and secretary of the corporation (or by the sole director/secretary if applicable)			
I/We, (full names)			
being directors / director and secretary / sole director (circle applicable)			
of the corporation (corporation name)			
Do solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>• 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</li> <li>• I give the Northern Territory Building Practitioners Board consent to make any inquiries and to receive and disclose any information which is relevant to the corporation's initial and ongoing eligibility to be registered as a building practitioner; and</li> <li>• I acknowledge that information (name, business address and telephone number) will be placed on a register that is open to the public; and</li> <li>• I/We accept that failure to supply information required on this form may delay processing of this application; and</li> <li>• I/We understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted; and</li> <li>• I make this declaration by virtue of the <i>Oath, Affidavits and Declarations Act 2010</i> 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.</li> </ul>			
This declaration is made at (location)			on (date)
Signature			Signature
<b>Note:</b> 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.			

Checklist	
Prescribed fee – See the <a href="#">application forms</a> page for current fee.	<input type="checkbox"/>
Application complete and declaration signed.	<input type="checkbox"/>
Supporting documents if you ticked YES to any disclosure questions above. Where a matter has concluded please provide full details. Where a matter is still ongoing, provide full detail and the current status.	<input type="checkbox"/>
ASIC current company extract (within 28 days from date of this application).	<input type="checkbox"/>
ASIC Business name extract showing ownership and currency of registration (if applicable).	<input type="checkbox"/>
A current project list (attached) as required under <i>section 24F(3)(c) or 24F(4)(c) of the Building Act 1993</i> – outlining each project the company has been involved in over the past 2 years, anywhere in Australia (sample attached page 8). <b>Note:</b> If the corporation has not completed any projects then you must provide a letter to the Board explaining why no projects have been completed.	<input type="checkbox"/>
<p><b>Net Tangible Asset Certificate</b> - (Building Contractor Residential only)</p> <ul style="list-style-type: none"> <li>The corporation must provide an original Net Tangible Asset Certificate, as certified by a registered accountant, declaring that the corporation has “Net Tangible Assets” of \$50,000 or more, as required by the <i>Building Regulations 1993</i>. The corporation must maintain at least that minimum amount during the entire period of registration.</li> </ul> <p><b>Note:</b> 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.</p>	<input type="checkbox"/>
<p><b>Professional Indemnity Insurance</b> (Certifying Engineers, Building Certifiers and Certifying Plumber and Drainer (Design) only) You must provide a Professional Indemnity Insurance Certificate of Currency of a minimum \$1 000 000 for the below practitioner categories:</p> <ul style="list-style-type: none"> <li>Building Certifier (Residential) and (Unrestricted)</li> <li>Certifying Engineer (Structural), (Mechanical) and (Hydraulic)</li> <li>Certifying Plumber &amp; Drainer (Design)</li> <li>Certifying Architect</li> </ul>	<input type="checkbox"/>

## Privacy Statement

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

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 the Territory Business Centre and 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 *Information Act 2002 (NT)*, 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](mailto: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.

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## NORTHERN TERRITORY OF AUSTRALIA - BUILDING PRACTITIONERS BOARD

### SAMPLE PROJECT LIST

Name:				
Please provide details of the building or certification projects you have completed in the past 2 years in the NT and/or elsewhere. If no projects have been completed then you must provide a letter to the Board explaining why no projects have been completed during this time.				
Date	Address	Details of Works	Building Permit/ Section 40 Number	Your role
<i>Example</i> July 2007	38 Cavenagh St Darwin	3 bedroom ground level house	590/1460/2	Principal building contractor