

**NORTHERN TERRITORY OF AUSTRALIA
BUILDING PRACTITIONERS BOARD**

Application for renewal of registration as a building practitioner - Corporation

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 <i>Building Act 1993</i> 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 <i>Building Act 1993</i> 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 <i>Building Act 1993</i> 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 <i>Building Act 1993</i> during the period I am the registered practitioner.			
Nominee signature:		Date:	

Disclosures (Fit and proper)

To assist the Building Practitioners Board, under Section 24F(3)(b) or Section 24F(4)(b) of the *Building Act 1993* 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.

Note: 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.

Have any directors or any other persons concerned in the management or conduct of the corporation:

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> ?	Yes / No
(If yes, provide details below)	
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> ?	Yes / No
(If yes, provide details below)	
3. In the last 5 years, been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?	Yes / No
(If yes, provide details below)	
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)?	Yes / No
(If yes, provide details below)	
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?	Yes / No
(If yes, provide details below)	
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?	Yes / No
(If yes, provide details below)	

Disclosures (Past performance)

To assist the Building Practitioners Board, under Section 24F(3)(b) or Section 24F(4)(b) of the *Building Act 1993* 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.

Note: 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.

In the last five 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
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(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
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(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
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(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
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(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
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(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)			
Unattested declaration			
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"> 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 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 I acknowledge that information (name, business address and telephone number) will be placed on a register that is open to the public; and I/We accept that failure to supply information required on this form may delay processing of this application; and I/We understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted; and 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. 			
This declaration is made at: (location)		on: (date)	
Signature:		Signature:	
Note: 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 application fee – See the application forms 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"/>
Current ASIC company extract attached (within 28 days from date of this application)		<input type="checkbox"/>
Business name extract showing ownership and ongoing currency of registration (if applicable)		<input type="checkbox"/>
<p>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)</p> <p>Note: If the corporation has not completed any projects then you must provide a letter to the Board explaining why no projects have been completed.</p>		<input type="checkbox"/>
<p>(Building Contractor Residential only)</p> <p>Net Tangible Asset Certificate endorsed by an Accountant attached</p> <ul style="list-style-type: none"> 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 Building Regulations 1993. The corporation must maintain at least that minimum amount during the entire period of registration. <p>Note: 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>(Certifying Engineers, Building Certifiers and Certifying Plumber and Drainer (Design) only)</p> <p>Professional Indemnity Insurance Certificate of Currency (as per below schedule)</p>		<input type="checkbox"/>
Building Certifier (Unrestricted), Certifying Engineer (Structural), Certifying Plumber & Drainer (Design)	\$1 000 000	
Building Certifier (Residential)	\$500 000	
Certifying Engineer (Mechanical), Certifying Engineer Hydraulic and Certifying Architect	\$500 000	
Privacy statement		
The Northern Territory Government and the Building Practitioners Board of the Northern Territory complies with the Information Privacy Principals scheduled by the <i>Information Act 2002</i> .		
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, Katherine	
Tennant Creek:	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek	
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs	
1800 193 111	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.

Payment date:

Receipt number:

Amount paid:

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