

**NORTHERN TERRITORY OF AUSTRALIA  
BUILDING PRACTITIONERS BOARD**

**APPLICATION FOR RENEWAL OF REGISTRATION AS A  
BUILDING PRACTITIONER - CORPORATION**

**SECTION 1 BUSINESS DETAILS**

CORPORATION NAME

TRADING NAME

ACN  ABN

**SECTION 2 CONTACT DETAILS**

BUSINESS PHONE NUMBER  FAX NUMBER

MOBILE

EMAIL ADDRESS  WEB SITE

**SECTION 3 ADDRESS DETAILS**

BUSINESS ADDRESS

POSTAL ADDRESS

For the service of notices and documents

**Please note that this address will be listed on the public register of building practitioners**

**FOR OFFICE USE ONLY**

Receipt	<input type="text"/>	Date	<input type="text"/>
Amount	<input type="text"/>	Received By	<input type="text"/>

**SECTION 4 CORPORATION REGISTRATION**

A copy of a company extract (within the last 28 days) must accompany this application.

**SECTION 5 SUB-CATEGORY OF PRACTITIONER BEING APPLIED FOR**

The corporation is currently registered as a (please select the relevant registration category)

- BUILDING CERTIFIER
  - RESIDENTIAL
  - UNRESTRICTED
  
- BUILDING CONTRACTOR RESIDENTIAL
  - RESTRICTED
  - UNRESTRICTED
  
- CERTIFYING ARCHITECT
  
- CERTIFYING ENGINEER
  - STRUCTURAL
  - HYDRAULIC
  - MECHANICAL
  
- CERTIFYING PLUMBER & DRAINER
  
- CERTIFYING PLUMBER & DRAINER DESIGN

Current registration number is

**SECTION 6 DIRECTOR & PERSONS CONCERNED WITH MANAGEMENT DETAILS**

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):

NAME	POSITION	ADDRESS

**SECTION 7 FINANCIAL REQUIREMENTS (FOR BUILDING CONTRACTORS ONLY)**

You must provide an **ORIGINAL** Net Assets Certificate, as certified by a registered accountant that you have "Net Tangible Assets" of \$50,000 or more, as required by the Building Regulations.

Note: The Building Practitioners Board can 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.

**SECTION 8 INSURANCE REQUIREMENTS**

Applicants applying for registration in any of the categories/subcategories below, are required to hold current Professional Indemnity Insurance Policy in accordance with the following schedule.

Building Certifier Unrestricted, Certifying Engineer Structural and Certifying Plumber & Drainer Design	\$1 Million
Building Certifier Residential	\$500,000
Certifying Engineer Mechanical, Certifying Engineer Hydraulic and Certifying Architect	\$100,000

Evidence of current cover must be submitted with your application.

**SECTION 9 FIT and PROPER**

In order to assist the Building Practitioners Board in determining whether ALL directors of the corporation are fit and proper persons to be registered if the application had been made by them personally pursuant to Section 24B(2)(b) of the *Building Act*, tick yes or no in the relevant box for the following questions.

Have or are ANY of the directors of the corporation:

- |  | <b>YES</b>               | <b>NO</b>                |
|--|--------------------------|--------------------------|
| 1. 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. 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. 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. 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 done in an equivalent position, been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |

If ANY of the persons concerned in the management or conduct of the corporation have ticked YES to any of these questions you **MUST** provide details and copies of all relevant documentation.


**SECTION 10 PAST PERFORMANCE**

Applicants are required to have shown by performance reporting to have performed satisfactorily, pursuant to section 24F(3)(c) or 24F(4)(c) of the Building Act.

To assist the Board in determining if this requirement has been met, please provide a project list detailing the individual projects your company has been involved in over the past 2 years. The list should include the company’s level of involvement and the full address of the project.

The following questions apply to all directors and any persons concerned in the management or conduct of the corporation. Please tick yes or no in the relevant box to the following questions to the best of your knowledge.

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

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. In the past two years, 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?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. In the past two years, been party to rapid adjudication proceedings under the Construction Contracts (Security of Payments) Act (or equivalent in Australia or elsewhere)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. In the past two years, received notification from the Director of Building Control concerning a complaint pursuant to section 29 of the Building Act (or equivalent in Australia or elsewhere)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. In the past two years, been the subject of an audit conducted by the Director of Building Control pursuant to section 34A of the Building Act (or equivalent in Australia or elsewhere)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In the past two years, 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. In the past two years, has any claim under your professional indemnity insurance, or under a Residential Building Cover Scheme (or an equivalent scheme in Australia or elsewhere) been allowed?  | <input type="checkbox"/> | <input type="checkbox"/> |

The Building Practitioners Board will have access to records held by the Department of Lands, Planning, and Environment in order to consider your application for renewal.

If you answered yes to any of the questions above, please provide a summary of the circumstances. Where a matter has concluded please provide full details:


**SECTION 11 LIST OF NOMINEES**

List each nominee of the corporation as required by section 22A of the *Building Act*.

NAME OF PRACTITIONER	REGISTRATION NUMBER	REGISTRATION SUBCATEGORY

**Director/Nominee Acceptance**

Each person listed above must sign their acceptance below. If insufficient acceptances are provided, photocopy this page and attach to the application.

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 during the period I am the registered practitioner. I understand I am responsible for all work undertaken by the corporation. I undertake to notify the Building Practitioners Board in writing if I cease to act as the registered practitioner for this corporation.

\_\_\_\_\_  
Signature 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 during the period I am the registered practitioner. I understand I am responsible for all work undertaken by the corporation. I undertake to notify the Building Practitioners Board in writing if I cease to act as the registered practitioner for this corporation.

\_\_\_\_\_  
Signature Date / /

**Nominee Acceptance**

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 during the period I am the registered practitioner. I undertake to notify the Building Practitioners Board in writing if I cease to act as the registered practitioner for this corporation.

\_\_\_\_\_  
Signature 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 during the period I am the registered practitioner. I undertake to notify the Building Practitioners Board in writing if I cease to act as the registered practitioner for this corporation.

\_\_\_\_\_  
Signature Date / /

**SECTION 12 DECLARATION**

This declaration must be made by 2 directors or a director and a secretary of the corporation (or by the sole director/secretary if applicable).

*Oaths, Affidavits and Declarations Act*

I/We, \_\_\_\_\_  
(insert full names)

being directors/(director and secretary)/(sole director/secretary) of the corporation (delete as applicable)

\_\_\_\_\_  
(insert corporation 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/We 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/We acknowledge that information (name, business address and telephone number) will be placed on a register that is open to the public;
- I/We accept that failure to supply information required on this form may delay processing of this application;
- I/We understand and acknowledge my legal obligations under the *Building Act* if registration is granted;

And I/We 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 \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name and Address of Witness

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

Application form completed, signed and witnessed where applicable.

 **Company search**

A full company extract must be purchased (within the last 28 days) from Australian Securities and Investments Commission (ASIC) – current and historical, and provided with this application.

 **Certification of Incorporation OR Certificate of Registration of Business Name**

Corporation must provide a copy of the Certification of Incorporation OR Certificate of Registration of Business Name.

 **Project List**

A detailed project list outlining the work you have completed over the past two years anywhere in Australia.

If you have not completed any projects then you must provide a letter to the Board explaining why you have not completed any projects.

 **Original Net Asset Certificate (Building Contractor Residential ONLY)**

Company must provide an ORIGINAL Net Assets Certificate, as certified by a *registered accountant* that the Building Contractor has “Net Tangible Assets” of \$50,000 or more, as required by the Building Regulations. Building Contractors must maintain at least that minimum amount during the entire period of registration.

 **Copy of Insurance Certificate****(Not required for Certifying Plumber & Drainer or Building Contractor Residential)**

The insurance certificate of currency must be submitted with your application.

 **All Relevant Documentation Required by Section 9 Fit and Proper**

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.

 **All Relevant Documentation Required by Section 10 Past Performance**

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.

 **Application Fee**

Complete credit card details on page 7 of the application or enclose cheque made out to RTM.