

# NORTHERN TERRITORY OF AUSTRALIA

## BUILDING PRACTITIONERS BOARD

### Application for registration as a building practitioner – Corporation – Building Contractor

Use this form to apply for registration as a corporation building contractor in accordance with section 24B and 22A of the *Building Act 1993* (the Act).

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

<b>Category of registration applied for</b> (select applicable)				
Building Contractor Residential				
Restricted (Flats of units of one or two storeys)		<input type="checkbox"/>	Unrestricted <input type="checkbox"/>	
<b>Corporation details</b> (please note the postal address will be listed on the public register of building practitioners)				
Corporation name:				
Registered business/trading name:				
ACN:		ABN:		
Business address:				
Suburb:		State:	Postcode:	
Is your postal address the same as above? If no, complete below:				
Postal address:				
Suburb:		State:	Postcode:	
<b>Contact details</b>				
Contact person:				
Phone number:		Mobile number:		
Email address:				
<b>Director and Management details</b>				
List the names of all directors and persons concerned in the management or conduct of the corporation and the positions they hold (attach list if necessary). Note: must be supported with a copy of the current ASIC extract dated within 28 days from the date of this application.				
Name	Position	Date of birth	Address	

**Director/s acceptance**

All director/s concerned in the management or conduct of the corporation must complete the below. If more than three directors please photocopy and attach to the application.

**Director 1**

Full name:

I hereby declare that I am a director of the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993*. I understand I am responsible for all work undertaken by the corporation. I undertake to notify the Building Practitioners Board in writing of any changes affecting the corporation's registration in accordance with section 25A of the Act.

Director signature:

Date:

**Director 2**

Full name:

I hereby declare that I am a director of the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993*. I understand I am responsible for all work undertaken by the corporation. I undertake to notify the Building Practitioners Board in writing of any changes affecting the corporation's registration in accordance with section 25A of the Act.

Director signature:

Date:

**Director 3**

Full name:

I hereby declare that I am a director of the corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act 1993*. I understand I am responsible for all work undertaken by the corporation. I undertake to notify the Building Practitioners Board in writing of any changes affecting the corporation's registration in accordance with section 25A of the Act.

Director signature:

Date:

**Nominee/s acceptance**

All nominees for the corporation must be listed below. If the following nominees change or cease during the registration period the corporation is required to notify the Building Practitioners Board within 7 days. If more than three nominees photocopy and attach to the application.

**Nominee 1**

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 that I am the registered practitioner for this corporation.

Nominee signature:

Date:

<b>Nominee 2</b>			
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 that I am the registered practitioner for this corporation.			
Nominee signature:		Date:	
<b>Nominee 3</b>			
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 that I am the registered practitioner for this corporation.			
Nominee signature:		Date:	
<b>Disclosures</b>			
Section 24B(2)(b) of the <i>Building Act 1993</i> requires all directors and other persons concerned with the management or conduct of the corporation to prove they are fit and proper persons to be registered. If you answer YES to any questions below, please provide copies of all relevant documentation in support.			
Have <u>any</u> Directors or <u>any</u> other persons concerned in the management or conduct of the corporation:			
In the last 5 years, 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			
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			
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, please provide registration number)			

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

In the last 10 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	
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	
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	
<b>Directors declaration</b>	
I, (full name of director 1):	
I, (full name of director 2):	
Hereby apply for a building practitioner registration on behalf of the following declared corporation:	
Corporation name:	
Solemnly and sincerely declare that:	
<ul style="list-style-type: none"> <li>I am authorised to make this declaration on behalf of the corporation;</li> <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;</li> <li>I acknowledge that information (name, business address and telephone number) will be placed on a register that is open to the public;</li> <li>I/We accept that failure to supply information required on this form may delay processing of this application;</li> <li>I/We understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted;</li> <li>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.</li> </ul>	
This declaration is made at: (location)	on: (date)
Director 1 signature:	Director 2 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 application fee – See the <a href="#">application forms</a> page for current fee.		<input type="checkbox"/>
Completed and signed declaration.		<input type="checkbox"/>
Supporting documents if you ticked YES to any disclosure questions above.		<input type="checkbox"/>
Net assets certificate endorsed by an Accountant attached. <ul style="list-style-type: none"> <li>You must provide an original net Assets Certificate, as certified by a registered accountant 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.</li> </ul> <b>Note:</b> The 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.		<input type="checkbox"/>
Current ASIC company extract attached (within 28 days from date of this application).		<input type="checkbox"/>
Copy of current business name certificate attached.		<input type="checkbox"/>
Privacy statement		
The Northern Territory Government and the Building Practitioners Board of the Northern Territory complies with the Information Privacy Principles 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	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	GPO Box 9800 Darwin NT 0801
Payment details		
A fee is payable on lodgement of this application form. Payment can be made by: <ul style="list-style-type: none"> <li>Cash (in person only); or</li> <li>Cheque (made out to Receiver of Territory Monies - in person/mail); or</li> <li>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.</li> </ul>		
Payment date:	Receipt number:	Amount paid: