

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 of the [Building Act 1993](#).

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

Category of registration applied for (select applicable)

Building Contractor Residential	Restricted <input type="checkbox"/>	Unrestricted <input type="checkbox"/>
Building Contractor Commercial	Restricted <input type="checkbox"/>	Unrestricted <input type="checkbox"/>

Corporation details (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

Contact details

Contact person				
Phone number		Mobile number		
Email address				

Director and Management details

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 ASIC current company 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 <i>Building Act 1993</i> . I understand I am responsible for <u>all</u> 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 <i>Building Act 1993</i> . I understand I am responsible for <u>all</u> 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 <i>Building Act 1993</i> . I understand I am responsible for <u>all</u> 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 <i>Building Act 1993</i> during the period that I am the registered practitioner for this corporation.			
Nominee signature		Date	

Nominee 2			
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	
Nominee 3			
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	
Disclosures			
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:			
1. 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.			
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 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).			

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4. 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.	
5. 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.	
6. 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.	
Directors declaration	
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	
<p>Solemnly and sincerely declare that:</p> <ul style="list-style-type: none"> • I am authorised to make this declaration on behalf of the corporation; • 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; • I 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 <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)
Director 1 signature	Director 2 signature
<p>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.</p>	

Checklist	
Prescribed application fee – See the application forms page for current fee.	<input type="checkbox"/>
Supporting documents if you ticked YES to any disclosure questions above.	<input type="checkbox"/>
Completed and signed declaration.	<input type="checkbox"/>
<p>Net assets certificate endorsed by an Accountant attached.</p> <ul style="list-style-type: none"> 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. <p>Note: 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.</p>	<input type="checkbox"/>
ASIC current company extract attached issued within the last 28 days	<input type="checkbox"/>
ASIC current business name extract issued within the last 28 days	<input type="checkbox"/>

Disclaimer

The Building Practitioners Board and Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002 and the Building Act 1993*.

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 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 *Northern Territory Information Act 2002*, 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 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.