

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

**APPLICATION FOR REGISTRATION AS A
BUILDING PRACTITIONER
BUILDING CONTRACTOR
CORPORATION**

SECTION 1 BUSINESS DETAILS

CORPORATION NAME

TRADING NAME

ACN ABN

SECTION 2 CONTACT DETAILS

BUSINESS PHONE NUMBER FAX NUMBER

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 Number Date

Amount Received By

SECTION 4 SUB-CATEGORY OF PRACTITIONER

Indicate sub-category being sought:-

BUILDING CONTRACTOR RESIDENTIAL **RESTRICTED** – Flats or units of one or two storeys.

OR

BUILDING CONTRACTOR RESIDENTIAL **UNRESTRICTED**

SECTION 5 DIRECTORS DETAILS

List the names of ALL directors of the corporation.

NAME	DATE OF BIRTH	ADDRESS

SECTION 6 OTHER INFORMATION

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:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 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 7 LIST OF BUILDING PRACTITIONERS

List the registered practitioners that will provide supervision and carry out work on behalf of the corporation pursuant to section 24B(2)(a).

DIRECTOR OR NOMINEE	PRACTITIONER NAME	REGISTRATION NUMBER

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 8 COMPANY REGISTRATION

A copy of the Certificate of Incorporation with the Australian Securities Commission and a company extract (less than 28 days old) must accompany this application.

SECTION 9 FINANCIAL REQUIREMENTS

Applicants for registration as a Building Contractor 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.

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.

PAYMENT DETAILS

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			

PRIVACY

The Building Practitioners Board of the Northern Territory (NT) is collecting the information on this form to determine whether or not you are eligible for renewal of registration as a building practitioner in accordance with the provisions of the *Building Act*. 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 to the public via our internet site or upon request. The Building Practitioners Board collects personal information in accordance with the Northern Territory Government's privacy statement available at www.nt.gov.au/ntg/disclaimer.shtml. For more information please contact the Building Practitioners Board, or the Building Advisory Services on (08) 8999 6435.

SECTION 11 DECLARATION

This declaration must be made by 2 directors or director and secretary of a 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.

SUBMITTING**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.

 Original Net Asset Certificate

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.

 All relevant Documentation Required by Section 6

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 4 of the application or enclose cheque made out to RTM.

LODGEMENT DETAILS

Applications can be lodged at a Territory Business Centre with the prescribed fee at:

Darwin

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: territory.businesscentre@nt.gov.au

Katherine

Shop 1, Randazzo Building
18 Katherine Terrace
Katherine
PO Box 9800
Katherine NT 0851
t: (08) 8973 8180
f: (08) 8973 8188
e: territory.businesscentre@nt.gov.au

Tennant Creek

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: territory.businesscentre@nt.gov.au

Alice Springs

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: territory.businesscentre@nt.gov.au