

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for renewal of registration as a building practitioner - Individual

Use this form to apply to renew your registration as an individual building practitioner in accordance with section 24E of the [Building Act 1993](#).

Please see the building practitioner's board website for further information about the application process and the relevant fee.

Applicant details				
Surname		Date of birth		
Given name/s				
Have you changed your name since the last registration renewal?				Yes / No
If yes, please attach evidence of change, e.g.: marriage certificate, deed poll etc.				
Current practitioner registration 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"/>
Contact address: (please note the postal address will be listed on the public register of building practitioners)				
Contact address				
Suburb		State		Postcode
Is your postal address the same as above? If no, complete below.				
Postal address				
Suburb		State		Postcode
Contact details				
Phone number		Mobile number		
Email address				

Business details (if applicable)	
Registered business/trading name	
Registration expiry date	
Disclosures (Fit and proper)	
<p>To assist the Building Practitioners Board all applicants are required to comply with section 24F(1) of the <i>Building Act 1993</i> and must prove they are fit and proper persons to be registered.</p> <p>If you have answered yes to any of the questions below, please provide details and copies of all relevant documentation.</p>	
1. Are you an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment of your remuneration for their benefit?	Yes / No
If yes, provide details below.	
2. Have you 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.	
3. Have you been disqualified from holding an occupational licence or certificate, or had an occupational licence or certificate cancelled, suspended or refused (including interstate licences, certificates or registrations)?	Yes / No
If yes, provide details below.	
4. In respect of any work you have done in an equivalent position, have you been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?	Yes / No
If yes, provide details below.	
5. Have you 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.	

6. Have you ever held or do you currently hold a registration as a building practitioner in any other state?	Yes / No
If yes, please provide category, state and date last registered.	
<b>Disclosures (Past performance)</b>	
To assist the Building Practitioners Board all applicants are required to comply with section 24F(1)(d) of the <i>Building Act 1993</i> by reporting on satisfactory past performance. If you have answered yes to any of the questions below, please provide details and copies of all relevant documentation.	
<b>Note:</b> the below questions apply to you as an Individual and/or as a Nominee if you are the registered nominated practitioner for a Northern Territory company registration.	
1. In the past three years, have you 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
If yes, provide details below.	
2. In the past three years, have you 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
If yes, provide details below.	
3. In the past three years, have you 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
If yes, provide details below.	
4. In the past three years, have you 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
If yes, provide details below.	

<p>5. In the past three years, have you 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.</p>	<p>Yes / No</p>
<p>If yes, provide details below.</p>	
<p>6. In the past three 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 or rejected?</p>	<p>Yes / No</p>
<p>If yes, provide details below.</p>	
<p><b>Applicant declaration</b></p>	
<p>I, (full name)</p>	
<p>Do solemnly and sincerely declare that:</p> <ul style="list-style-type: none"> <li>• All statements and information contained in this application are true and correct to the best of my knowledge and all the attachments are in original or a complete and accurate copy of the original by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>• I have read and understood the information contained in this application and associated guidelines and accept that failure to supply information required on this form may delay processing of this application;</li> <li>• I give the Northern Territory Building Practitioners Board consent to make any inquiries and to receive and disclose information which is relevant to my initial and ongoing eligibility to be registered as a building practitioner;</li> <li>• I acknowledge that information (name, contact address and telephone number) will be placed on a public register;</li> <li>• I understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted; and</li> <li>• I know that it is an offence to make a declaration which is false in any material particular.</li> </ul>	
<p>This declaration is made at (location)</p>	<p>on (date)</p>
<p>Applicant signature</p>	
<p><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.</p>	

Checklist	
Prescribed fee – See the <a href="#">application forms</a> page for current fee.	<input type="checkbox"/>
Application complete entirely and unattested 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 the matter is still ongoing, provide full detail and the current status.	<input type="checkbox"/>
Current licence or permit issued by the Commonwealth, State or Territory government. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.	<input type="checkbox"/>
ASIC Business name extract showing ownership and currency of registration (if applicable)	<input type="checkbox"/>
Current project list (attached) – outlining each project you have been involved with over the past 2 years, anywhere in Australia (sample attached page 7) If you have not completed any projects then you must provide a letter to the Board explaining why no projects have been completed and how you have kept your skills fresh in the industry.	<input type="checkbox"/>
Copy of current NT Advanced Tradesman Licence (Certifying Plumber & Drainer only)	<input type="checkbox"/>
<p><b>Net Tangible Asset Certificate</b> - (Building Contractor only)</p> <ul style="list-style-type: none"> <li>You must provide an original Net Assets Certificate, as certified by a registered accountant, declaring that you (Individual name) have “Net Tangible Assets” of \$50,000 or more, as required by the <i>Building Regulations 1993</i>. You must maintain at least that minimum amount during the entire period of registration.</li> </ul> <p><b>Note:</b> 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><b>Professional Indemnity Insurance</b> (Certifying Engineers, Building Certifiers and Certifying Plumber and Drainer (Design) only) You must provide a Professional Indemnity Insurance Certificate of Currency of a minimum \$1 000 000 for the below practitioner categories:</p> <ul style="list-style-type: none"> <li>Building Certifier (Residential) and (Unrestricted)</li> <li>Certifying Engineer (Structural), (Mechanical) and (Hydraulic)</li> <li>Certifying Plumber &amp; Drainer (Design)</li> <li>Certifying Architect</li> </ul> <p><b>Note 1:</b> The insurance certificate of currency must be submitted with your application. The policy must note you as an insured party or if you are using your employer's insurance it must be accompanied by a letter from the employer on company letterhead (and signed by a company director) confirming that you are covered by their insurance policy.</p> <p><b>Note 2:</b> If you are using your employer's insurance, your employer must also be registered as a building practitioner in the Northern Territory in the same category. You will also have a restriction on your registration stating that you are restricted to projects on behalf of your employer only.</p>	<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](mailto: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.

