

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application for renewal of registration as a building practitioner - Individual

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, eg: 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)

To assist the Building Practitioners Board all applicants are required to comply with section 24F(1) of the *Building Act 1993* and must prove they are fit and proper persons to be registered.

If you have answered yes to any of the questions below, please provide details and copies of all relevant documentation.

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)	

Disclosures (Past performance)

To assist the Building Practitioners Board all applicants are required to comply with section 24F(1)(d) of the *Building Act 1993* 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.

Note: the below questions apply to you as an Individual and as a Nominee if you are the registered nominated practitioner for a Northern Territory company registration.

1. In the past five 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
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(If yes, provide details below)

2. In the past five 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
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(If yes, provide details below)

3. In the past five 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
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(If yes, provide details below)

4. In the past five 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
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(If yes, provide details below)

5. In the past five 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.	Yes / No
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(If yes, provide details below)

6. In the past five 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?		Yes / No	
(If yes, provide details below)			
Applicant declaration			
I, (full name):			
Do solemnly and sincerely declare that:			
<ul style="list-style-type: none"> 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 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; 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; I acknowledge that information (name, contact address and telephone number) will be placed on a public register; I understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted; and I know that it is an offence to make a declaration which is false in any material particular. 			
This declaration is made at: (location)		on: (date)	
Applicant signature:			
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.			
Checklist			
Prescribed application fee – See the application forms page for current fee.			<input type="checkbox"/>
Application complete and 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 that has your DOB and photo attached for each person associated with the application. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc			<input type="checkbox"/>
Business name extract showing ownership and ongoing 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.		<input type="checkbox"/>
(Certifying Plumber & Drainer only) Copy of current NT advanced tradesman licence		<input type="checkbox"/>
(Building Contractor Residential only) Net Tangible Asset Certificate endorsed by an Accountant <ul style="list-style-type: none"> 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 Building Regulations 1993. You must maintain at least that minimum amount during the entire period of registration. Note: 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.		<input type="checkbox"/>
(Certifying Engineers, Building Certifiers and Certifying Plumber and Drainer (Design) only) Professional Indemnity Insurance Certificate of Currency (as per below schedule)		<input type="checkbox"/>
Building Certifier (Unrestricted), Certifying Engineer (Structural), Certifying Plumber & Drainer (Design)	\$1 000 000	
Building Certifier (Residential)	\$500 000	
Certifying Engineer (Mechanical), Certifying Engineer Hydraulic and Certifying Architect	\$500 000	
Note 1: 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. Note 2: 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.		
Privacy statement		
The Northern Territory Government and the Building Practitioners Board of the Northern Territory complies with the Information Privacy Principals 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	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.

Payment date:

Receipt number:

Amount paid:

NORTHERN TERRITORY OF AUSTRALIA - BUILDING PRACTITIONERS BOARD

SAMPLE PROJECT LIST

Name:				
Please provide details of the building or certification projects you have completed in the past 2 years in the NT and/or elsewhere. If no projects have been completed then you must provide a letter to the Board explaining why no projects have been completed during this time.				
Completion Date	Project Address	Details of Works	Building Permit/ Section 40 Number	Your role
<i>Example</i> July 2007	38 Cavenagh St Darwin	3 bedroom ground level house	590/1460/2	Principal building contractor