

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for registration as a building practitioner – Mutual recognition - Individual

Use this form to apply for a registration as an individual building contractor under mutual recognition in accordance with *Mutual Recognition Act 1992*.

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

### Registration category: (select category you are seeking registration under mutual recognition)

Building Contractor Residential (Restricted)	<input type="checkbox"/>	Certifying Engineer (Structural)	<input type="checkbox"/>
Building Contractor Residential (Unrestricted)	<input type="checkbox"/>	Certifying Engineer (Mechanical)	<input type="checkbox"/>
Building Contractor Commercial (Restricted)	<input type="checkbox"/>	Certifying Engineer (Hydraulic)	<input type="checkbox"/>
Building Contractor Commercial (Unrestricted)	<input type="checkbox"/>	Certifying Plumber and Drainer (Design)	<input type="checkbox"/>
Building Certifier (Residential)	<input type="checkbox"/>	Certifying architect	<input type="checkbox"/>
Building Certifier (Unrestricted)	<input type="checkbox"/>		

### Applicant details

Surname		Date of birth	
Given name/s			

### Contact address (please note the postal address will be listed on the public register of building practitioners)

Residential 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			

### Interstate/New Zealand registration details

State	Licence held	Licence no.	Expiry date

Disclosures	
1. Are there any special conditions that apply to your current licence /registration(s) in any Australian State, Territory or New Zealand?	Yes / No
If yes, provide details below.	
2. Are you the subject of any disciplinary proceedings in any Australian State, Territory or New Zealand (including any preliminary investigations or actions that might lead to disciplinary proceedings) in relation to the specific occupation(s)?	Yes / No
If yes, provide details below.	
3. Has your licence in another Australian State, Territory or New Zealand been cancelled or suspended as a result of disciplinary proceedings?	Yes / No
If yes, provide details below.	
4. Are you prohibited or restricted from carrying on the specified occupation(s) in any Australian State, Territory or New Zealand for which registration is sought?	Yes / No
If yes, provide details below.	
5. Are you subject to any special condition in carrying out the specified occupation(s) as a result of criminal, civil or disciplinary proceedings in any Australian State, Territory or New Zealand?	Yes / No
If yes, provide details below.	
6. Have you in the last 5 years become bankrupt or have you 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.	
7. Have you ever 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.	

8. In respect of any work you have done in an equivalent position, have you ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?	Yes / No		
If yes, provide details below.			
9. Have you 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, provide details below.			
<b>Applicant declaration</b>			
I, (full name)			
Of (address)			
<p>Do solemnly and sincerely declare that in relation to my notice seeking mutual recognition for registration as a building practitioner:</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 by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>• I am licensed/registered as specified above; and</li> <li>• I am seeking to be registered in the NT in accordance with the mutual recognition principle; and</li> <li>• I have specified above, all of the substantive licences (however called) that I hold in any Australian State, Territory or New Zealand which are equivalent to building practitioners under the law of the Northern Territory; and</li> <li>• I have specified above any special condition to which I am subject in carrying on the occupation; and</li> <li>• I consent to the making of inquiries of and the exchange of information with, the authorities of any Australian State, Territory or New Zealand, regarding my activities in the occupation, and otherwise in respect of matters relevant to this notice; and</li> <li>• I acknowledge that information (name, business address and telephone number) will be placed on a public register; and</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>			
This declaration is made at (location)		on (date)	
Applicant signature			
<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>			

Qualification requirements checklist	
Prescribed application fee – See the <a href="#">application forms</a> 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"/>
Copy of current interstate/New Zealand registration/licence attached.	<input type="checkbox"/>
Photo ID attached. <ul style="list-style-type: none"> <li>• Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children’s card etc.</li> </ul>	<input type="checkbox"/>
<b>Building Contractor only - Net Tangible Asset Certificate endorsed by an Accountant.</b> <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"/>
<b>Certifying Engineers, Building Certifiers and Certifying Plumber and Drainer (Design) only.</b>	
Professional Indemnity Insurance Certificate of Currency of \$1,000,000 (as per below schedule): <ul style="list-style-type: none"> <li>• Building Certifier (Residential) and (Unrestricted)</li> <li>• Certifying Engineer (Structural), (Hydraulic) and (Mechanical)</li> <li>• Certifying Plumber &amp; Drainer (Design)</li> <li>• Certifying Architect</li> </ul> <p><b>Note 1:</b> The insurance certificate of currency must specify all details below:</p> <ul style="list-style-type: none"> <li>• Insured Party</li> <li>• Insurer</li> <li>• Insured amount (min \$1,000,000)</li> <li>• Policy number and Period of insurance</li> <li>• Description of services covered i.e. engineering, certification (‘consulting’ not accepted)</li> </ul> <p><b>Note 2:</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 3:</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"/>

## Privacy statement

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	<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:

- 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.