

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for registration as a building practitioner – Individual building contractor - Residential

Use this form to apply for a registration as an individual residential 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  Unrestricted

### Applicant details (please note the postal address will be listed on the building practitioners board public register)

Surname  Date of birth

Given name/s

Registered business / trading name

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

### Disclosures

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 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.

3. Have you ever 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 ever 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 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.	
6. Have you ever held or do you currently hold a registration as a building practitioner in any other jurisdiction?	Yes / No
If yes, provide category, jurisdiction & date last registered below.	

Applicant declaration			
I, (full name)			
Of (address)			
Solemnly and sincerely declare that:			
<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 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; and</li> <li>I give the Building Practitioners Board consent to make any inquiries and to receive and disclose information which is relevant to my ongoing eligibility to be registered as an architect; 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>			
Application requirements checklist – all of the below MUST be provided			
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"/>		
Application completed and declaration signed.	<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"/>		
Copy of your qualification certificates attached. <ul style="list-style-type: none"> <li>You are required to possess the qualifications as determined by the Minister, pursuant to Section 24(1)(b) of the <i>Building Act 1993</i>. The Ministerial Declaration of current requirements are available on the Board’s <a href="#">website</a>.</li> </ul>	<input type="checkbox"/>		
<p><b>Net assets certificate endorsed by an Accountant attached.</b></p> <ul style="list-style-type: none"> <li>You must provide an original net Assets Certificate, as certified by a registered accountant that you (Individual name) have “Net Tangible Assets” of \$50,000 or more, as required by the Building Regulations. 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"/>		

**Evidence of experience requirements**

- Resume detailing your work experience and employment history addressing the requirements of the experience criteria in the category being applied for including:
  - Design, on-site construction supervision etc are to be indicated; and
  - Specific description of projects including address, detailing your level of involvement in these projects and the dates of commencement and completion.

**Building Contractor Residential (Restricted) – Additional.**

- Show evidence of at least 3 years practical experience in carrying out building work associated with the construction of new or extensions to the habitable floor area of Class 1a houses and townhouses and/or Class 2 units up to and including a height of 2 storeys.
- Evidence of the builders declaration and permit to occupy are to be provided for each project claimed for experience.  
Note: If you were not the signatory of the Builder Declaration then a detailed written reference from that builder is to be provided in support of the evidence claimed and must specify the project address and your personal involvement and roles and responsibilities in each project claimed.

**Building Contractor Residential (Unrestricted) – Additional.**

- Show evidence of at least 3 years practical experience in carrying out building work associated with the construction of new extensions to the habitable floor area of Class 2 units more than 2 storeys in height.
- Evidence of the builders declaration and permit to occupy are to be provided for each project claimed for experience.  
Note: If you were not the signatory of the Builder Declaration then a detailed written reference from that builder is to be provided in support of the evidence claimed and must specify the project address and your personal involvement and roles and responsibilities in each project claimed.

**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	<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.