

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 23 of the Building Act 1993.

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

Registration category (select one)					
Building contractor residential:		Restricted <input type="checkbox"/>		Unrestricted <input type="checkbox"/>	
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"> 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 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 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 I acknowledge that information (name, business address and telephone number) will be placed on a public register; and 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.			
Qualification requirements checklist			
Prescribed application fee – See the application forms page for current fee.			<input type="checkbox"/>
Photo ID attached.			<input type="checkbox"/>
<ul style="list-style-type: none"> 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. 			<input type="checkbox"/>
Application completed and declaration signed			<input type="checkbox"/>
Copy of your qualification certificates attached as required under Section 24(1)(b) of the <i>Building Act 1993</i> attached.			<input type="checkbox"/>
<ul style="list-style-type: none"> 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 website. 			<input type="checkbox"/>
Minimum of three current written reference(s) from a registered building practitioners on company letterhead, signed and dated in the categories of: Building Contractor, Building Certifier and Structural Engineer (preferably registered in the Northern Territory) to be completed on the below applicable forms (forms can be found on the Boards website):			<input type="checkbox"/>
<ul style="list-style-type: none"> Referee statement by supervising builder form attached (attachment 2) <ul style="list-style-type: none"> Including applicants on site building experience form attached (attachment 4) Including summary of projects submitted form attached (attachment 1) Referee statement by registered practitioner other than builder attached (attachment 3) <ul style="list-style-type: none"> Including summary of projects submitted form attached (attachment 1) 			<input type="checkbox"/>
Note: It must confirm your recent experience in prescribed building works indicated in your project list outlining your role and responsibilities and your competence to practise in the category you've applied for.			

Evidence of experience requirements (as per below) as determined by the Minister, pursuant to Section 24(1)(b) of the *Building Act 1993* attached.

7

- 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.
- Specific project details – Building contractor residential document attached.

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. This is to be completed on the Specific Project Details Form for each project.

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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. This is to be completed on the Specific Project Details Form for each project.

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Net assets certificate endorsed by an Accountant attached.

- 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.

1

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.

Privacy statement

The Northern Territory Government and the Building Practitioners Board of the Northern Territory complies with the Information Privacy Principles scheduled by the *Information Act 2002*.

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: