

## NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

# APPLICATION FOR REGISTRATION AS A BUILDING PRACTITIONER BUILDING CONTRACTOR - INDIVIDUAL

### SECTION 1 PERSONAL DETAILS

<b>FAMILY NAME (Surname)</b>			
<b>GIVEN NAME (First name)</b>		<b>OTHER NAMES (Middle names)</b>	
<b>PREFERRED NAME</b>		<b>BIRTH FAMILY NAME (e.g. maiden name)</b>	
<b>GENDER</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>DATE OF BIRTH</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

### SECTION 2 CONTACT DETAILS

<b>BUSINESS HOURS PHONE NUMBER</b>		<b>AFTER HOURS PHONE NUMBER</b>	
<b>FAX NUMBER</b>		<b>MOBILE PHONE NUMBER</b>	
<b>EMAIL</b>			

### SECTION 3 ADDRESS DETAILS

<b>HOME ADDRESS</b>	
<b>POSTAL ADDRESS</b>	
For the service of notices and documents	

**Please note that your postal address will be listed on the public register of building practitioners**

#### FOR OFFICE USE ONLY

Receipt Number		Date	
Amount		Received By	

## SECTION 4 SUB-CATEGORY OF PRACTITIONER

Indicate sub-category being sought:-

BUILDING CONTRACTOR RESIDENTIAL **RESTRICTED** – Flats or units of one or two storeys.

OR

BUILDING CONTRACTOR RESIDENTIAL **UNRESTRICTED**

## SECTION 5 QUALIFICATION REQUIREMENTS

You are required to possess the qualifications as determined by the Minister, for Section 24B(1)(b) of the *Building Act* . You must have one of the following:

- Successful completion of the following 15 units of a Certificate IV in Building

ABC001	Construction 1
ABC002	Construction 2
ABC005	Materials 1
ABC061	Builders Working Drawings 1
ABC064	Building Computer Applications
ABC069	Cost Control and Planning 1
ABC076	Building Quantities and Estimating 1
ABC077	Building Quantities and Estimating 2
ABC082	Building Site Supervision
ABC083	Building Site Surveying and Set Out 1
ABC086	Structures 1
ABC091	Business Management for Building 1A
ABC092	Business Management for Building 1B
ABC102	Residential Site Safety
ABC105	Timber Framing Code

- Successful completion of the following units for a BCG40106 Certificate IV in Building and Construction (Building) – Low Rise and 3 elective units from the BCG03 General Construction Training Package:

BCGBC4001A	Apply building codes and standards to the construction process for low-rise building projects
BCGBC4002A	Manage occupational health and safety in the building and construction workplace
BCGBC4003A	Select and prepare a construction contract
BCGBC4004A	Identify and produce estimated costs for building and construction projects
BCGBC4005A	Produce labour and material schedules for ordering
BCGBC4006A	Select, procure and store construction materials for low-rise

	projects
BCGBC4007A	Plan building or construction work
BCGBC4008A	Conduct on-site supervision of the building and construction project
BCGBC4009A	Apply legal requirements to building and construction projects
BCGBC4010A	Apply structural principles to residential low rise constructions
BCGBC4011A	Apply structural principles to commercial low rise constructions
BSBSBM406A	Manage finances

- Successful completion of a course, or units of a course which, in the opinion of the Board, is at least equivalent to either of the above qualifications.
- A statement of attainment of competency equivalent either of the qualifications listed above issued by a registered training organisation (as defined in the *Northern Territory Employment and Training Act*).

Copies of your qualifications must be provided with your application.

Qualification	Issued by	Date Completed

## SECTION 6 EXPERIENCE REQUIREMENTS

The Minister, for Section 24B(1)(b) of the *Building Act*, has determined that 3 years experience is required constructing building works prescribed for the sub category being applied for.

Applicants applying for registration in the sub-category of Building Contractor Residential (Restricted) must 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.

Applicants applying for registration in the sub-category of Building Contractor Residential (Unrestricted) must 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.

A detailed resume must be submitted with your application detailing your work experience and addressing the requirements of the experience criteria in the category being applied for. All aspects of experience eg design, on-site construction supervision etc are to be indicated. A specific description of projects including address must also be provided, detailing your level of involvement in these projects and the dates of commencement and completion.

At least three current written reference(s) from registered building practitioners, including Building Certifier, Structural Engineer, Architect, Building Designer or Building Contractor (preferably registered in the Northern Territory) must provide evidence that confirms 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 for which you have applied.

## SECTION 7 FINANCIAL REQUIREMENTS

You must provide an ORIGINAL Net Assets Certificate, as certified by a registered accountant that you 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.

Note: The Building Practitioners Board can at anytime 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.

## SECTION 8 OTHER INFORMATION

In order to assist the Building Practitioners Board in determining whether you are a fit and proper person to be registered pursuant to Section 24B(1)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Are you an undischarged bankrupt or have you entered into any current Part IX agreement or Part X arrangement or agreement under the Bankruptcy Act 1966?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you in the last 5 years become bankrupt or entered into a Part IX agreement or Part X arrangement or agreement under the <i>Bankruptcy Act</i> 1966?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you in the last 5 years been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 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)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. 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?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever held or do you currently hold a registration as a building practitioner in any other state?<br>If yes please provide details:<br>"Category" ..... "state" ..... date last registered" .....  | <input type="checkbox"/> | <input type="checkbox"/> |

If you have ticked YES to any of above, please provide full details of all relevant documentation on a separate sheet of paper in the form of a statutory declaration clearly outlining the date, reasons and outcomes.

<b>SECTION 9 STATUTORY DECLARATION</b>
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*Oaths, Affidavits and Declarations Act*

I, \_\_\_\_\_(full name) do solemnly and sincerely declare that the particulars contained in this application and following statements are true and correct and all of the attachments are the original or a complete and accurate copy of the original.

- I give the Northern Territory Building Practitioners Board consent to make any inquiries and to receive and disclose any information which is relevant to my initial and ongoing eligibility to be registered as a building practitioner;
- I acknowledge that information (name, postal address and telephone number) will be placed on a register that is open to the public;
- I accept that failure to supply information required on this form may delay processing of this application;
- I understand and acknowledge my legal obligations under the *Building Act* if registration is granted;

And I make this declaration by virtue of the *Oath, Affidavits and Declarations Act* knowing that the declaration is true in every particular and with the knowledge that it is an offence to make a statutory declaration that is false in any material particular.

Declared at \_\_\_\_\_ (place where the declaration is made) on the  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature (person making the declaration)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Full Name and Address of Witness

**Note:** it is an offence under the *Oaths, Affidavits and Declarations Act* for a person to intentionally do something to a Statutory Declaration that results in it becoming false or misleading whether the thing done is done intentionally or recklessly. If convicted of this offence you may be fined or imprisoned.

It is an offence under the *Criminal Code Act* for a person to make a statutory declaration that is, to the knowledge of the person making the statutory declaration, false. If convicted of this offence you may be imprisoned.

This declaration may be made before any person who has attained the age of 18 years.

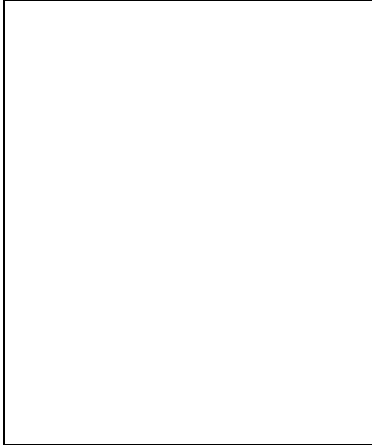
<b>PAYMENT DETAILS</b>			
Contact your local Territory Business Centre for the relevant schedule of fees.			
Cash - Territory Business Centre			
Cheque - payable to RTM (Receiver of Territory monies)			
Credit card	Visa MasterCard		
Credit card number			
Expiry			
Name on card			
I hereby authorise the Territory Business Centre to debit the above credit card for the amount of		\$	
Amount in words			dollars
Signature of cardholder		Date	
Contact phone number			

**PRIVACY**

The Building Practitioners Board of the Northern Territory (NT) is collecting the information on this form to determine whether or not you are eligible for renewal of registration as a building practitioner in accordance with the provisions of the *Building Act*. 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 to the public via our internet site or upon request. The Building Practitioners Board collects personal information in accordance with the Northern Territory Government's privacy statement available at [www.nt.gov.au/ntg/disclaimer.shtml](http://www.nt.gov.au/ntg/disclaimer.shtml). For more information please contact the Building Practitioners Board, or the Building Advisory Services on (08) 8999 6435.

## SECTION 11 PHOTO REGISTRATION CARD

An optional wallet sized registration card which will include your photograph is offered, at no additional cost. If you wish to obtain this card, please attach a photo to this application form using tape on the rear of the photo only.



Photos must

- Show head and shoulders
- Be no more than 6 months old
- Be passport quality
- Be on photo paper
- Have clear white background
- Be 4.5 – 5 cm high, 3.5 – 4 cm wide
- Not have any border
- Have your full name on the back

Note: Alternatively, you may email a jpeg photo to [bpb@nt.gov.au](mailto:bpb@nt.gov.au), giving your full name. If you email the photograph, please write 'photo emailed' in the space provided for the photograph.

## LODGEMENT DETAILS

Applications can be lodged at a Territory Business Centre with the prescribed fee at:

<p><b>Darwin</b> Ground Floor, Development House 76 The Esplanade Darwin GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>	<p><b>Katherine</b> Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>
<p><b>Tennant Creek</b> Shop 2, Barkly House Cnr Davidson and Paterson Streets Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8962 4411 f: (08) 8982 1725 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>	<p><b>Alice Springs</b> Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a></p>

<b>SUBMITTING</b>
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**CHECKLIST - Please ensure that you have provided the following:** **Completed Form**

Application form completed, signed and witnessed where applicable.

 **Resume / Project List**

A detailed resume outlining your work experience and addressing the experience criteria of the category applied for. All aspects of experience eg design, on-site construction supervision etc, are to be indicated. A specific description of projects must also be provided, including the address the works took place, detailing your role and responsibilities and the level of involvement in these projects and the dates of commencement and completion.

 **References**

At least three current written references from registered building practitioners, including a Building Certifier, Structural Engineer, Architect, Building Designer or Building Contractor (preferably registered in the Northern Territory) must provide evidence that confirms 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 for which you have applied.

The individual providing the reference must provide his/her full name, contact details, occupation as well as sign and date the letter.

 **Copy of Qualifications**

A copy of your Certificate IV in Building and Construction or equivalent must be provided as well as a copy of the full transcript outlining the units completed in that course.

 **Net Assets Certificate from Accountant (original required)**

You must provide an ORIGINAL Net Assets Certificate, as certified by a registered accountant that you 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.

 **All Relevant Documentation Required by Section 8**

If you ticked YES to any questions you must provide full details of all relevant documentation on a separate sheet of paper in the form of a statutory declaration clearly outlining the date, reasons and outcomes.

 **Identification**

For identification purposes a copy of your birth certificate, passport, drivers licence and Medicare card or other acceptable documentation must be attached to this application. A copy of the Board's identification policy is available online at <http://www.bpb.nt.gov.au>

 **Photograph (optional)**

Passport photograph to be included in the application if you wish to be issued a registration card.

 **Application Fee**

The completed form, attachments and fee should be addressed to The Registrar, Building Practitioners Board.