

**NORTHERN TERRITORY OF AUSTRALIA  
BUILDING PRACTITIONERS BOARD**

**NOTIFICATION OF CHANGE IN RELATION TO  
REGISTRATION REQUIREMENTS FOR BUILDING  
PRACTITIONER - CORPORATIONS**

Where the change in circumstance will **not** result in the corporation ceasing to comply with a requirement for registration, for example, Corporations with MORE than 1 Director/Nominee –

Form to be lodged **WITHIN** 7 days  
Penalty - Maximum 430 penalty units

Where the change in circumstance **will** result in the corporation ceasing to comply with a requirement for registration, for example, for Corporations with a SOLE Director/Nominee –

Form to be lodged **IMMEDIATELY**  
Penalty - Maximum 430 penalty units

**SECTION 1 BUSINESS DETAILS**

CORPORATION  
NAME

TRADING NAME

ACN

ABN

**SECTION 2 CONTACT DETAILS**

BUSINESS  
NUMBER

FAX NUMBER

EMAIL  
ADDRESS

WEB SITE

**SECTION 3 ADDRESS DETAILS**

BUSINESS  
ADDRESS

POSTAL  
ADDRESS

**SECTION 4 CURRENT REGISTRATION DETAILS OF CORPORATION**Corporation's Current  
Registration Number

Specify subcategory -

- BUILDING CERTIFIER  
 RESIDENTIAL  
 UNRESTRICTED
- BUILDING CONTRACTOR RESIDENTIAL  
 RESTRICTED  
 UNRESTRICTED
- CERTIFYING ARCHITECT
- CERTIFYING ENGINEER  
 STRUCTURAL  
 HYDRAULIC  
 MECHANICAL
- CERTIFYING PLUMBER & DRAINER
- CERTIFYING PLUMBER & DRAINER DESIGN

**SECTION 5 BUILDING PRACTITIONERS**

Where there has been an event as listed below (such as the resignation of a nominee), list details of those registered practitioners, in accordance with section 25A(1) or (2) of the *Building Act*.

PRACTITIONER NAME	REGISTRATION NUMBER	REASON Please tick one box below	DATE OF EVENT
		<input type="checkbox"/> Resignation (ceases to act) <input type="checkbox"/> Suspension/Cancellation <input type="checkbox"/> Not renewed (i.e. expired) <input type="checkbox"/> Ceases to be registered director <input type="checkbox"/> Ceases to be registered manager <input type="checkbox"/> Ceases to be able to provide supervision	
		<input type="checkbox"/> Resignation (ceases to act) <input type="checkbox"/> Suspension/Cancellation <input type="checkbox"/> Not renewed (i.e. expired) <input type="checkbox"/> Ceases to be registered director <input type="checkbox"/> Ceases to be registered manager <input type="checkbox"/> Ceases to be able to provide supervision	

**Note:** if the sole building practitioner for a corporation is listed above, your corporation registration will be cancelled or suspended unless a new registered practitioner is advised.

**SECTION 6 DECLARATION**

This declaration must be made by 2 directors or a director and a secretary of the corporation (or by the sole director/secretary if applicable).

I/We, \_\_\_\_\_  
(insert full names)

being directors/(director and secretary)/sole director/secretary of the corporation (delete as applicable)

\_\_\_\_\_  
(insert corporation name)

Hereby notify changes to registration requirements pursuant to section 25A of the *Building Act*,

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

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

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

**PRIVACY**

The Building Practitioners Board of the Northern Territory (NT) is collecting the information on this form 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 for the public to access 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) and adheres to the privacy legislation contained within the *Information Act* (NT). Personal information provided on this form can be accessed by you. For more information, please contact the Building Practitioners Board, or the Audit and Information Officer for the Department, on 8924 7434.

**SECTION 7 SUBMITTING**

The completed form should be addressed to The Registrar, Building Practitioners Board AND

**POSTED TO** OR **LODGED IN PERSON** Monday to Friday 8:00AM to 4:00PM

The Registrar  
Building Practitioners Board  
GPO Box 1680  
DARWIN NT 0801

Ground Floor, Arnhemica House  
16 Parap Road  
PARAP  
Phone 8936 4082

First Floor, Alice Springs Plaza  
36 Todd St (Cnr Todd Mall & Parsons St)  
ALICE SPRINGS  
Phone 8951 9218

First Floor, Government Centre  
5 First St  
KATHERINE  
Phone 8973 8926

33 Leichhardt St  
TENNANT CREEK  
Phone 8951 9218 (Alice Springs)