

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Notification of change in relation to registration requirements for building practitioner - Corporation

Use this form to notify of changes in relation to registration requirements for a building practitioner corporation in accordance with the *Building Act 1993* (the Act).

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. Penalties apply - 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**, Penalties apply - Maximum 430 penalty units

Corporation details				
Corporation name				
Business/trading name				
ACN	ABN			
Corporation registration category details				
Registration number			Expiry date	
Registration category (select relevant category)				
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"/>	Building Certifier (Residential)	<input type="checkbox"/>	
Certifying Plumber and Drainer	<input type="checkbox"/>	Building Certifier (Unrestricted)	<input type="checkbox"/>	
Certifying Plumber and Drainer (Design)	<input type="checkbox"/>	Certifying Architect	<input type="checkbox"/>	
Business address details				
Business 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				

Building practitioner nominee details

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 1993*.

Note: if the sole building practitioner for a corporation is listed above, your corporation registration will be suspended unless a new registered practitioner is advised via the “appointment of nominee” form.

Nominee 1

Practitioner name			
Registration number		Cease date	
Reason			
Resignation (cease 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 a registered manager	<input type="checkbox"/>	Ceases to be able to provide supervision	<input type="checkbox"/>

Nominee 1

Practitioner name			
Registration number		Cease date	
Reason			
Resignation (cease 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 a registered manager	<input type="checkbox"/>	Ceases to be able to provide supervision	<input type="checkbox"/>

Declaration

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

Director

I, (full name)			
Being a company	Director <input type="checkbox"/>		
Hereby notify changes to registration requirements pursuant to section 25A of the <i>Building Act 1993</i> .			
This declaration is made at (location)		on (date)	
Signature			

Director (2) / Secretary

I, (full name)			
Being a company	Director <input type="checkbox"/>	Secretary <input type="checkbox"/>	
Hereby notify changes to registration requirements pursuant to section 25A of the <i>Building Act 1993</i> .			
This declaration is made at (location)		on (date)	
Signature			

Checklist	
Application complete and declarations signed	<input type="checkbox"/>
Privacy Statement	
<p>The Northern Territory Government and the Building Practitioners Board respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Information Act 2002</i> (NT).</p> <p>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.</p> <p>The information you provide will be accessible to the Territory Business Centre and 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.</p> <p>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 <i>Information Act 2002</i> (NT), or the Office of the Information Commissioner NT.</p> <p>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.</p>	
Lodgement details	
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	territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801