

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application for registration as a building practitioner – Individual certifying architect

Use this form to apply for registration as an individual certifying architect 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.

Applicant details (please note the postal address will be listed on the public register of building practitioners)					
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:					
Qualification and experience requirements					
You must demonstrate your qualification and experience requirements as determined by the Minister, pursuant to Section 24(1)(b) of the <i>Building Act 1993</i> .					
Attach a copy of your NT Architect Certificate of Registration issued under <i>Architects Act 1963</i> .					<input type="checkbox"/>
Four years experience in building surveying work in relation to all classes of buildings. <ul style="list-style-type: none"> • Resume detailing your work experience and employment history addressing the requirements of the experience criteria in the category being applied for including: <ul style="list-style-type: none"> ○ All aspects of experience ie. Design, on-site construction supervision etc. are to be indicated; and ○ Specific description of projects must also be provided, detailing your level of involvement in these projects and the dates of commencement and completion. 					<input type="checkbox"/>
Attach a minimum of one written reference from a registered practitioner on company letterhead, signed and dated (preferably registered in the Northern Territory) that confirms your recent experience listed on your resume.					<input type="checkbox"/>

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.	

Consent for document verification			
We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - https://www.idmatch.gov.au .			
I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.			Yes / No
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; • 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; • I acknowledge that information (name, business address and telephone number) will be placed on a public register; • 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:			
<p>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.</p>			
Qualification requirements checklist			
Prescribed application fee – See the application forms page for current fee.			<input type="checkbox"/>
Photo ID attached. <ul style="list-style-type: none"> • Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo. For example: drivers licence, passport, evidence of age card, firearms licence, working with children's card etc. 			<input type="checkbox"/>
Completed and signed declaration.			<input type="checkbox"/>
Copy of current certificate of professional indemnity insurance attached (as per below schedule) <ul style="list-style-type: none"> • Certifying Engineer Mechanical, Certifying Engineer Hydraulic and Certifying Architect - \$500 000 			<input type="checkbox"/>
<p>Note 1: The insurance certificate of currency must be submitted with your application. The policy must note you as an insured party or if you are using your employer's insurance it must be accompanied by a letter from the employer on company letterhead (and signed by a company director) confirming that you are covered by their insurance policy.</p> <p>Note 2: If you are using your employer's insurance, your employer must also be registered as a building practitioner in the Northern Territory in the same category. You will also have a</p>			<input type="checkbox"/>

restriction on your registration stating that you are restricted to projects on behalf of your employer only.	
<p>A copy of your qualifications and experience attached:</p> <ul style="list-style-type: none"> • NT Architect Certificate of Registration issued under <i>Architects Act 1963</i>; and • resume detailing your work experience and employment history; and • A minimum of one current written reference(s) on company letterhead, signed and dated confirming your experience listed on your resume. 	<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>	
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	territorybusinesscentre@nt.gov.au
GPO Box 9800 Darwin NT 0801	
Payment details	
<p>A fee is payable on lodgement of this application form. Payment can be made by:</p> <ul style="list-style-type: none"> • 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. 	