

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application for Renewal of Building Practitioner Registration - Corporation

Use this form to renew a corporation registration as a building practitioner in accordance with 24E of the [Building Act 1993](#).

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

Corporation details					
Corporation name					
Business/trading name					
ACN:		ABN:			
Current practitioner registration details					
Current Registration category		Registration No.		Expiry date	
Building Contractor Residential (Restricted)	☐				
Building Contractor Residential (Unrestricted)	☐				
Building Contractor Commercial (Restricted)	☐				
Building Contractor Commercial (Unrestricted)	☐				
Certifying Plumber and Drainer	☐				
Certifying Engineer (Structural)	☐				
Certifying Engineer (Mechanical)	☐				
Certifying Engineer (Hydraulic)	☐				
Building Certifier (Residential)	☐				
Building Certifier (Unrestricted)	☐				
Certifying Plumber and Drainer (Design)	☐				
Certifying Architect	☐				
If you hold multiple registrations, do you wish to align these to have the same expiry date? Please note, aligning these dates may require you to forfeit a period of your registration(s).					☐
Business address (please note the postal address will be listed on the public register of building practitioners)					
Business address					
Suburb		State		Postcode	
Is your postal address the same as above? If no, complete below.					
Postal address					
Suburb		State		Postcode	

Contact details			
Contact person			
Phone number		Mobile number	
Email address			
Directors and persons concerned with management			
List the names of all directors or persons concerned in the management or conduct of the corporation and the positions they hold (attach list if necessary) Support this list with a copy of the current ASIC extract dated within 28 days from the date of this application:			
Name	Position	Address	
Nominees list			
Note: If a nominee ceases to act as a registered practitioner for this corporation, the Directors must notify the Board with 7 days and complete the notification of change form.			
Full name			
NT registration no		Expiry date	
I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the <i>Building Act 1993</i> during the period I am the registered practitioner.			
Nominee signature		Date	
Full name			
NT registration no		Expiry date	
I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the <i>Building Act 1993</i> during the period I am the registered practitioner.			
Nominee signature		Date	
Full name			
NT registration no		Expiry date	
I hereby accept nomination as the registered practitioner for the corporation described in this application. I understand the responsibilities imposed upon me by the <i>Building Act 1993</i> during the period I am the registered practitioner.			
Nominee signature		Date	

Disclosures - Fit and Proper

To assist the Building Practitioners Board, under Section 24F(3)(b) or Section 24F(4)(b) of the *Building Act 1993* all directors and any other persons concerned with the management or conduct of the corporation must prove they are fit and proper persons to be registered.

Note: If any persons concerned in the management or conduct of the corporation answered “Yes” to any of the questions below, please provide details and copies of all relevant documentation.

Has the corporation or have any directors, nominees or any other persons concerned in the management or conduct of the corporation:

1. In the last 5 years, been declared or become, or are currently, an undischarged bankrupt or entered into any current Part IX agreement or Part X arrangement or agreement under the <i>Bankruptcy Act 1966</i> ?	Yes / No
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(If yes, provide details below)

2. In the last 5 years, been found guilty or convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?	Yes / No
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(If yes, provide details below)

3. In the last 4 years, been disqualified from holding an occupational licence or certificate, or had an occupational licence or certificate cancelled or suspended or refused (including interstate licences, certificates or registrations)?	Yes / No
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(If yes, provide details below)

4. In the last 4 years, in respect of any work done in an equivalent position, been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?	Yes / No
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(If yes, provide details below)

5. 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
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(If yes, provide details below)

Disclosures - Past Performance

To assist the Building Practitioners Board, under Section 24F(3)(b) or Section 24F(4)(b) of the *Building Act 1993* all directors and any other persons concerned with the management or conduct of the corporation must prove they are fit and proper persons to be registered.

Note: If any persons concerned in the management or conduct of the corporation answered “Yes” to any of the questions below, please provide details and copies of all relevant documentation.

In the last 4 years, has the corporation or any directors, nominees or any other persons concerned in the management or conduct of the corporation:

1. Been party to a dispute concerning building work with any client or subcontractor in any court proceedings (whether in Australia or elsewhere) or through the Office of Consumer Affairs, Commissioner of Residential Building Disputes, or the Community Justice Centre?	Yes / No
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(If yes, provide details below)

2. Been party to rapid adjudication proceedings under the <i>Construction Contracts (Security of Payments) Act 2004</i> (or equivalent in Australia or elsewhere)?	Yes / No
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(If yes, provide details below)

3. Received notification from the Director of Building Control concerning a complaint pursuant to section 29 of the <i>Building Act 1993</i> (or equivalent in Australia or elsewhere)?	Yes / No
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(If yes, provide details below)

4. Been the subject of an audit conducted by the Director of Building Control pursuant to section 34A of the <i>Building Act 1993</i> (or equivalent in Australia or elsewhere)?	Yes / No
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(If yes, provide details below)

5. Been the subject of an investigation or inquiry concerning building work (or equivalent in Australia or elsewhere)? Please include an investigation or inquiry by a professional body such as the Australian Institute of Building Surveyors, Engineers Australia, Australian Royal Institute of Architects or associations such as Master Builders Association or Housing Industry Association.	Yes / No
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(If yes, provide details below)

6. Had any claim under its professional indemnity insurance, or under a Residential Building Cover Scheme (or an equivalent scheme in Australia or elsewhere) been allowed?		Yes / No	
(If yes, provide details below)			
7. Been the subject of a winding up application?		Yes / No	
(If yes, provide details below)			
Unattested 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)			
I/We, (full names)			
being directors / director and secretary / sole director (circle applicable)			
of the corporation (corporation name)			
Do 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 give the Northern Territory Building Practitioners Board and Occupational Licensing and Systems consent to make any inquiries and to receive and disclose any information which is relevant to the corporation's initial and ongoing eligibility to be registered as a building practitioner; and I acknowledge that information (name, business address and telephone number) will be placed on a register that is open to the public; and I/We accept that failure to supply information required on this form may delay processing of this application; and I/We understand and acknowledge my legal obligations under the <i>Building Act 1993</i> if registration is granted; and I make this declaration by virtue of the <i>Oath, Affidavits and Declarations Act 2010</i> 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. 			
This declaration is made at (location)		on (date)	
Signature		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.			

Checklist	
Application complete and declaration signed.	☐
Supporting documents if you ticked YES to any disclosure questions above. Where a matter has concluded please provide full details. Where a matter is still ongoing, provide full detail and the current status.	☐
Prescribed fee – See the application forms page for current fee.	☐
ASIC current company extract (within 28 days from date of this application).	☐
ASIC Business name extract (if applicable).	☐
Project List – provided at page 8 of this form – outlining each project the company has been involved in over the past five (5) years, anywhere in Australia. Note: If the corporation has not completed any projects you must provide a letter to the Board explaining why no projects have been completed and why you still require the registration.	☐
Net Tangible Asset Certificate - (Building Contractor only) <ul style="list-style-type: none"> The corporation must provide an original Net Tangible Asset Certificate, as certified by a registered accountant, declaring that the corporation has “Net Tangible Assets” of \$50,000 or more, as required by the <i>Building Regulations 1993</i>. The corporation must maintain at least that minimum amount during the entire period of registration. 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 of the Act.	☐
Professional Indemnity Insurance (Certifying Engineers, Building Certifiers and Certifying Plumber and Drainer (Design) only) You must provide a Professional Indemnity Insurance Certificate of Currency of a minimum \$1 000 000 for the below practitioner categories: <ul style="list-style-type: none"> Building Certifier (Residential) and (Unrestricted) Certifying Engineer (Structural), (Mechanical) and (Hydraulic) Certifying Plumber & Drainer (Design) Certifying Architect 	☐

Disclaimer

The Building Practitioners Board and Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002* and the *Building Act 1993*.

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.

The information you provide will be accessible to Occupational Licensing and Systems 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.

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 *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

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.

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

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.

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

NORTHERN TERRITORY OF AUSTRALIA - BUILDING PRACTITIONERS BOARD SAMPLE PROJECT LIST

Building Practitioner Name				
Please provide details of the building or certification projects you have completed in the past 5 years in the NT and/or elsewhere. If no projects have been completed then you must provide a letter to the Board explaining why no projects have been completed during this time.				
Project Completion Date	Project Address	<u>Specific</u> Details of Works	Building Permit/ Section 40 Number	Your role
<i>Example</i> July 2007	38 Cavenagh St Darwin	Built new 3 bedroom ground level house from beginning to end. Included contracts, etc...	590/1460/2	Principal building contractor