

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application for registration as a building practitioner – Individual building certifier

Use this form to apply for registration as an individual building certifier 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.

Registration Term (select one)					
2 years	<input type="checkbox"/>	3 years	<input type="checkbox"/>	4 years	<input type="checkbox"/>
Registration category (select one)					
Residential (Class 1 and 10 buildings and structures only)				<input type="checkbox"/>	
Unrestricted (all classes of buildings and structures)				<input type="checkbox"/>	
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					
Disclosures					
If you answer "Yes" to any of the questions below, please provide full 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 the <i>Bankruptcy Act 1966</i> ?					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; and • I give the Building Practitioners Board and Occupational and Industry Licensing consent to make any inquiries and to receive and disclose information which is relevant to my eligibility to be registered as a building practitioner; and • I acknowledge that information (name, business address and telephone number) will be placed on a public register; and • 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>			
Application checklist			
Prescribed fee – See the application forms page for current fee.	<input type="checkbox"/>		
Application complete and declaration signed.	<input type="checkbox"/>		
<p>Qualification: Copy of your qualification certificates, including the transcripts, as determined by the Minister, pursuant under section 24(1)(b) of the <i>Building Act 1993</i> attached.</p> <ul style="list-style-type: none"> • A degree, diploma or other educational qualification required for accreditation as a building surveyor by the Australian Institute of Building Surveyors. Refer to Building Practitioners Board for further information. 	<input type="checkbox"/>		
<p>Evidence of Experience: The experience determined by the Minister for a registration as a building certifier requires an applicant to have the below:</p> <p>a) Building Certifier (Residential) – 3 years post-graduate practical experience in building surveying of Class 1 and 10 buildings; or</p> <p>b) Building Certifier (Unrestricted) – 4 years post-graduate practical experience in building surveying in all Classes of buildings.</p> <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; and • Minimum 3 current written reference(s) from registered practitioners on company letterhead, signed and dated (preferably registered in the Northern Territory) attached that confirms your recent experience listed on your resume. Note: At least one of these references must be independent to your place of employment. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

<p>Professional Indemnity Insurance Certificate of Currency of \$1,000,000 attached.</p> <p>Note 1: The insurance certificate of currency must specify all details below:</p> <ul style="list-style-type: none"> • Insured Party • Insured amount (min \$1,000,000) • Description of services covered i.e. engineering, certification ('consulting' not accepted) • Insurer • Policy number and Period of insurance <p>Note 2: 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 3: 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 restriction on your registration stating that you are restricted to projects on behalf of your employer only.</p>	<input type="checkbox"/>
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<p>Photo ID attached.</p> <ul style="list-style-type: none"> • Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Driver's licence, passport, evidence of age card, firearms licence, working with children's card etc. 	<input type="checkbox"/>
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Privacy statement

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 *Information Act 2002* (NT).

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 the Territory Business Centre and Occupational and Industry Licensing and Associations 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, or 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 *Information Act 2002* (NT), 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.