

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for registration as a building practitioner – Individual building contractor - Commercial

Use this form to apply for a registration as an individual commercial building contractor in accordance with section 24B the [Building Act 1993](#).

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

Category of registration applied for (select applicable)				
Building contractor commercial	Restricted	<input type="checkbox"/>	Unrestricted	<input type="checkbox"/>
Registration Term (select one)				
2 years	<input type="checkbox"/>	3 years	<input type="checkbox"/>	4 years
				<input type="checkbox"/>
Current NT building contractor residential registration (if applicable)				
NT registration number		Expiry Date		
Applicant details (please note the postal address will be listed on the building practitioners board public register)				
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 (please note the below are all mandatory fields)				
Phone number		Mobile number		
Email address				
Disclosures				
If you answer "Yes" to any of the questions below, you must provide full details and copies of all relevant documentation in support of the disclosure.				
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.	
<b>Consent for document verification</b>	
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 - <a href="https://www.idmatch.gov.au">https://www.idmatch.gov.au</a> .	
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



<ul style="list-style-type: none"> <li>• 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"> <li>○ Design, on-site construction supervision etc. are to be indicated; and</li> <li>○ Specific description of projects including address, detailing your role and responsibilities and your personal level of involvement in these projects and the dates of commencement and completion.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>Net assets certificate endorsed by an Accountant</b></p> <ul style="list-style-type: none"> <li>• You must provide an original net Assets Certificate, as certified by a registered accountant that you (Individual name) have “Net Tangible Assets” of \$50,000 or more, as required by the <i>Building Regulations 1993</i>. You <u>must</u> maintain at least that minimum amount during the entire period of registration.</li> </ul> <p><b>Note:</b> 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.</p>	<input type="checkbox"/>
<p>Photo ID attached.</p> <ul style="list-style-type: none"> <li>• Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children’s card etc.</li> </ul>	<input type="checkbox"/>

**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 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 *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](mailto: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.