

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application to upgrade Building Contractor registration from (Restricted) to (Unrestricted) - Individual

Use this form to apply to upgrade your registration from a building contractor commercial / residential (restricted) to (unrestricted) in accordance with Section 24A 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"/>
Applicant details (please note the postal address will be listed on the building practitioners board public register)					
Current registration number		Expiry Date			
Surname		Date of birth			
Given name/s					
Residential address					
Suburb		State		Postcode	
Postal address					
Suburb		State		Postcode	
Contact details					
Phone number		Mobile number			
Email address					
Qualification (Building Contractor Residential only)					
<ul style="list-style-type: none">You are required to possess the qualifications as determined by the Minister, pursuant to Section 24B(1)(b) of the <i>Building Act 1993</i>. The Ministerial Declaration of current requirements are available on the Board's website located at Building Practitioners Board.					
Evidence of Experience					
You must demonstrate to the satisfaction of the Board that:					
<ul style="list-style-type: none">under the supervision of a registered building contractor residential (unrestricted) (<i>for residential upgrade</i>) or registered building contractor commercial (unrestricted) (<i>for commercial upgrade</i>) you have had substantial personal involvement in, and responsibility for, the design and construction of at least one building:<ul style="list-style-type: none">that involved carrying out relevant (unrestricted) building work (more than 2 storeys in height for residential or more than 3 storeys in height for commercial); andfor which an occupancy permit has been granted.you have a comprehensive working knowledge and understanding of the regulatory and technical issues associated with the construction of buildings of more than 2 storeys for residential or more than 3 storeys for commercial, including the relevant requirements of the Building Codes of Australia.					
Note: please ensure that the below references address these requirements.					
Evidence of the builder's declaration and permit to occupy are to be provided for each project claimed for experience.					
				<input type="checkbox"/>	

Upgrading to Building Contractor <u>Residential</u> (Unrestricted) <ul style="list-style-type: none"> Show evidence of practical experience as set out in clause 3(2) of the Ministerial Determination, in carrying out building work associated with the construction of new, structural alterations or extensions to the habitable floor area of for Class 2 buildings more than 2 storeys in height. This evidence of experience must be completed on the Specific Project Details Form for each project. 		<input type="checkbox"/>
Upgrading to Building Contractor <u>Commercial</u> (Unrestricted) <ul style="list-style-type: none"> Show evidence of practical experience as set out in clause 5(2) of the Ministerial Determination, in carrying out building work associated with the construction of new, structural alterations or extensions to the habitable floor area of Class 3 to Class 9 buildings more than 3 storeys in height. This evidence of experience must be completed on the Specific Project Details Form for each project. 		<input type="checkbox"/>
Written References to be provided: <ul style="list-style-type: none"> a detailed written reference from the registered building contractor (unrestricted) who supervised you and signed the builders declaration. This reference must detail your knowledge and understanding of multi-storey construction, specify the project address(es) and detail your personal involvement and roles and responsibilities in each project claimed; and at least 3 written references from the registered architect designer, registered structural engineer and registered building certifier directly involved in the project's construction phase. These references must detail your involvement in the project and your knowledge and understanding of multi-storey construction. 		<input type="checkbox"/> <input type="checkbox"/>
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 any information which is relevant to my 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 public register; and I accept that failure to supply information required on this form may delay processing of this application; 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 and this declaration may be made before any person who has attained the age of 18 years.</p>	
Application checklist	
Prescribed fee – See the application forms page for current fee.	<input type="checkbox"/>
Application completed and declaration signed	<input type="checkbox"/>
Qualification attached – Copy of qualification including transcript (refer to page 1)	<input type="checkbox"/>
Evidence of experience attached - at least 3years evidence of experience (refer to page 1 & 2)	<input type="checkbox"/>
Written references attached (refer to page 2)	<input type="checkbox"/>
Builders Declaration and Permits to Occupy for each project claimed attached	<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 attached. For example: drivers licence, passport, evidence of age card, firearms licence, working with children’s card etc. 	<input type="checkbox"/>
Net assets certificate endorsed by an Accountant attached. <ul style="list-style-type: none"> • 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 must maintain at least that minimum amount during the entire period of registration. <p>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.</p>	<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 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.</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

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.