

NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

Application for an Owner-Builder Certificate

Use this form to apply for an owner-builder certificate in accordance with Section 48E of the *Building Act 1993*.

When completing this form **all** registered owners of the property where the building works will be undertaken must be included. If there are more than 2 owners, please photocopy this page and attach to the application.

To register as an owner-builder you must:

- Not be registered as a prescribed Building Contractor Residential in the Northern Territory.
- Be a natural person/s (including natural person as trustees) and the registered owner/s of the property. Note: A company, a Trust or any other entity can **NOT** apply for an owner-builder certificate.
- Be completing the following "prescribed building work":
 - Work over the value of \$25,000 for, or in connection with, the construction of the following:
 - a) Class 1a single detached dwelling (new house); or
 - b) Class 10 building (e.g. a carport or shed) attached to the house and built at the same time as the house; or
 - c) Retaining walls (whenever constructed) related to the structural integrity of the house.

The constructions of new duplexes/townhouses (Class 1a or Class 2 flats/units/apartments) or extensions to these buildings over \$25,000 cannot be undertaken by an owner-builder and **MUST BE** undertaken by a Registered Building Contractor.

For further information about the application process and who is considered to be an owner-builder please see the [owner-builder manual](#) and the building practitioner's board [website](#).

NOTE: the application fee for an Owner-Builder Certificate is non-refundable.

| Application type | | | | |
|---|--------------------------|---------------|--------------------------|--|
| Select the relevant licence type below. If you are applying for a renewal, please provide your current certificate number below. | | | | |
| New | <input type="checkbox"/> | Renewal | <input type="checkbox"/> | Existing owner-builder certificate number: |
| Applicant 1 | | | | |
| Surname | | Date of birth | | |
| Given name/s | | | | |
| Residential address | | | | |
| Suburb | | State | | Postcode |
| Is your postal address the same as above? If no, complete below. | | | | |
| Postal address | | | | |
| Suburb | | State | | Postcode |
| Applicant 1 contact details | | | | |
| Phone number | | Mobile number | | |
| Email address | | | | |

| Applicant 2 | | | | |
|---|--|------------------|--|--------------------------|
| Surname | | Date of birth | | |
| Given name/s | | | | |
| Residential address | | | | |
| Suburb | | State | | Postcode |
| Is your postal address the same as above? If no, complete below. | | | | |
| Postal address | | | | |
| Suburb | | State | | Postcode |
| Applicant 2 contact details | | | | |
| Phone number | | Mobile number | | |
| Email address | | | | |
| Applicant 3 (if applicable) | | | | |
| Surname | | Date of birth | | |
| Given name/s | | | | |
| Residential address | | | | |
| Suburb | | State | | Postcode |
| Is your postal address the same as above? If no, complete below. | | | | |
| Postal address | | | | |
| Suburb | | State | | Postcode |
| Applicant 3 contact details | | | | |
| Phone number | | Mobile number | | |
| Email address | | | | |
| Property details | | | | |
| Please provide a current (within the last 28 days) title search certificate for the property where owner-builder work will be undertaken with your application. | | | | |
| Lot Number | | Property Address | | |
| Suburb | | State | | Postcode |
| Details of proposed building works | | | | |
| Please provide specific details of proposed building works below. | | | | |
| | | | | |
| Owner-builder manual | | | | |
| We/I have read and understand the NT owner-builder manual . | | | | <input type="checkbox"/> |
| The completed declaration in the NT owner-builder manual is attached to this application. | | | | <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 | | | |
| This declaration must be made by all owners of the property. If there are more than 2 owners, please photocopy this page and attach to the application. | | | |
| I, (full name applicant 1) | | | |
| I, (full name applicant 2) | | | |
| being the owner/s of the below property address where owner-builder work will be undertaken (insert property address below): | | | |
| | | | |
| Do solemnly and sincerely declare that the contents of this application form and the following statements are true and correct, and I/we understand that providing a false declaration is an offence under section 48E (3) of the <i>Building Act 1993</i> with a maximum penalty up to 85 penalty units: | | | |
| <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/We have read and understood the Northern Territory owner-builder manual; and • I/We acknowledge that a building permit (issued by a building certifier) is required prior to commencement of work; and • I/We acknowledge that the building certifier is to be provided with a builder's declaration issued by me/us in the approved form, in accordance with the <i>Building Act 1993</i>, no later than 14 days after completion of the building work; and • I/We acknowledge that I/we are responsible for rectifying any defective work for the period of time that the consumer guarantees last (six years for structural defects and one year for non-structural defects); and • I/We have not entered into an agreement to transfer ownership of the land to another person; and • I/We accept that failure to supply information required on this form may delay processing of this application; 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) | |
| Owner 1 signature | | | |
| Owner 2 signature | | | |
| Witness signature | | Date | |
| Witness address | | | |
| 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 | |
|--|--|
| Prescribed application fee – See the application forms page for current fee Note: the application fee is non-refundable. | <input type="checkbox"/> |
| Application complete and declarations signed. | <input type="checkbox"/> |
| Photo ID for each owner 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: Driver's licence, passport, evidence of age card, firearms licence, working with children's card etc. | <input type="checkbox"/> |
| Declaration from the owner-builder manual attached. | <input type="checkbox"/> |
| Title Search certificate for property (less than 28 days old). <ul style="list-style-type: none"> Applicants must purchase a title search from the Lands Titles Office and must be less than 28 days old. | <input type="checkbox"/> |
| Privacy statement | |
| <p>The Northern Territory Government and 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 Department of Trade, Business and Asian Relations 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. | |