

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

**APPLICATION FOR REGISTRATION AS A
BUILDING PRACTITIONER
FIRM/CORPORATION**

(THIS FORM IS NOT FOR BUILDING CONTRACTOR CORPORATION APPLICATIONS)

SECTION 1 BUSINESS DETAILS

CORPORATION
NAME

FIRM or TRADING
NAME

ACN

ABN

SECTION 2 CONTACT DETAILS

BUSINESS PHONE
NUMBER

FAX NUMBER

EMAIL
ADDRESS

WEB SITE

SECTION 3 ADDRESS DETAILS

BUSINESS
ADDRESS

POSTAL
ADDRESS

For the service
of notices and
documents

Please note that this address will be listed on the public register of building practitioners.

SECTION 4 BUSINESS REGISTRATION

Corporation A copy of the Certificate of Incorporation with the Australian Securities Commission and a company search (less than 28 days) must accompany this application.

Firm A copy of the Certificate of Registration of Business Name and a firm search (less than 28 days) must accompany this application.

SECTION 5 SUB-CATEGORY OF PRACTITIONER

Indicate category/sub-category being sought:-

- CERTIFYING ARCHITECT
- CERTIFYING PLUMBER & DRAINER
- CERTIFYING PLUMBER & DRAINER (DESIGN)
- BUILDING CERTIFIER
 - RESIDENTIAL
 - UNRESTRICTED
- CERTIFYING ENGINEER
 - STRUCTURAL
 - HYDRAULIC
 - MECHANICAL

SECTION 6 DIRECTOR/PARTNER DETAILS

Please list the names of all natural persons by whom the firm is constituted or all persons concerned in the management or conduct of the corporation and the positions they hold:

NAME	DATE OF BIRTH	POSITION	ADDRESS

SECTION 7 OTHER INFORMATION

In order to assist the Building Practitioners Board in determining whether ALL partners of the firm or ALL persons concerned in the management or conduct of the corporation are fit and proper persons to be registered if the application had been made by them personally pursuant to Section 24(2)(a) or 24(3)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

Have ANY of the firm partners or ANY persons concerned in the management or conduct of the corporation:

- | | | |
|--|--------------------------|--------------------------|
| | YES | NO |
| 1. Been declared bankrupt or entered into an arrangement with creditors in the last 5 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Been convicted of a criminal offence (other than minor traffic offence) in the last 5 years or are any court proceedings pending? | <input type="checkbox"/> | <input type="checkbox"/> |

- 3. Ever been disqualified from holding an occupational licence or certificate, or had an occupational licence or certificate cancelled or suspended (including interstate licence, certificates or registration)?
- 4. Ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics in respect of any work they have done in an equivalent position?
- 5. Been a Director, Secretary or a person in a position to control or substantially influence a company's conduct or affairs 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?

If ANY of the partners or ANY of the persons concerned in the management or conduct of the corporation have ticked YES to any of these questions you MUST provide details and copies of all relevant documentation.

SECTION 8 INSURANCE REQUIREMENTS

Firm/Corporation applying for registration in any of the categories/subcategories below are required to hold current Professional Indemnity Insurance Policy in accordance with the following schedule.

Building Certifier Unrestricted, Certifying Engineer Structural and Certifying Plumber & Drainer Design	\$1 Million
Building Certifier Residential	\$500,000
Certifying Engineer Mechanical, Certifying Engineer Hydraulic and Certifying Architect	\$100,000

A certifying plumber and drainer firm/corporation is required to have a HBCF plumber policy.

Evidence of current cover must be submitted with the application.

SECTION 9 LIST OF BUILDING PRACTITIONERS

List details of the registered practitioners (directors, partners or nominees) acting on behalf of the firm/corporation pursuant to section 24(2)(b) or 24(3)(b) of the *Building Act*.

PRACTITIONER NAME	REGISTRATION NUMBER	Is the Individual a director of the company or a partner of the firm? Answer YES or NO

Director/Partner/Nominee Acceptance

Each person listed above must sign their acceptance below. If insufficient acceptances are provided, photocopy this page and attach to the application.

I _____ hereby accept nomination as the registered practitioner for the firm/corporation described in this application. I understand the responsibilities imposed upon me by the *Building Act* during the period I am the registered practitioner. I undertake to notify the Building Practitioners Board in writing if I cease to act as the registered practitioner for this firm/corporation.

Signature _____

Date / /

SECTION 11 STATUTORY DECLARATION

This declaration must be made by all partners of the firm or 2 directors or a director and a secretary of the corporation (or by the sole director/secretary if applicable).
Oaths Act (NT).

I/We, _____
(insert full names)
being partners/directors/(director and secretary)/(sole director/secretary) of the firm/corporation (delete as applicable)

(insert firm/corporation name)
do solemnly and sincerely declare that the particulars contained in this application and following statements are true and correct and all of the attachments are the original or a complete and accurate copy of the original.

- I/We give the Northern Territory Building Practitioners Board consent to make any enquiries and to receive and disclose any information which is relevant to our initial and ongoing eligibility to be registered as a building practitioner;
- I/We acknowledge that information (company/firm name, postal address, telephone number, registration category, registration number, registration status, registration expiry date, registration conditions/endorsements and the name of any nominees) will be placed on a register open to the public;
- I/We accept that failure to supply information required on this form may delay processing of this application;
- I/We understand and acknowledge my/our legal obligations under the *Building Act* if registration is granted;

And I/We make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at _____ this _____ day of _____ 20__.

Signature

Signature

Signature of Witness

Signature of Witness

Name and Address of Witness

Name and Address of Witness

Note A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2,000 or imprisonment of 12 months, or both.

This declaration may be made before any person who has attained the age of 18 years.

PRIVACY
The Building Practitioners Board of the Northern Territory (NT) is collecting the information on this form to determine whether or not you are eligible for registration as a building practitioner, in accordance with the provisions of the *Building Act*. 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. The Building Practitioners Board collects personal information in accordance with the Department of Planning & Infrastructure's privacy statement available at <http://www.nt.gov.au/dpi/copyright/pdf/privacystatement.pdf> and adheres to the privacy legislation contained within the *Information Act* (NT). Personal information provided on this form can be accessed by you. For more information please contact the Registrar, Building Practitioners Board on (08) 8923 9309.

SUBMITTING

CHECKLIST - Please ensure that you have provided the following:

- Completed Form
- Company search OR firm search
- Certification of Incorporation OR Certificate of Registration of Business Name
- Copy of Insurance Certificate
- All relevant Documentation Required by Section 7
- Application Fee of \$200

The completed form, attachments and fee should be

POSTED TO	OR	LODGED IN PERSON (Monday- Friday 8.00am -4.00pm)
The Registrar Building Practitioners Board GPO Box 1680 DARWIN NT 0801		NT Build 12 Charlton Court WOOLNER Phone (08) 8923 9309
		First Floor, Alice Springs Plaza 36 Todd St (Cnr Todd Mall & Parsons St) ALICE SPRINGS Phone (08) 8951 9235
		First Floor, Government Centre 5 First St KATHERINE Phone (08) 8973 8926
		33 Leichhardt St TENNANT CREEK Phone (08) 8951 9235(Alice Springs)