

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

APPLICATION FOR REGISTRATION AS A BUILDING PRACTITIONER INDIVIDUAL MUTUAL RECOGNITION

SECTION 1 PERSONAL DETAILS

FAMILY NAME (Surname)	<input type="text"/>		
GIVEN NAME (First name)	<input type="text"/>	OTHER NAMES (Middle names)	<input type="text"/>
PREFERRED NAME	<input type="text"/>	BIRTH FAMILY NAME (e.g. maiden name)	<input type="text"/>
GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>	DATE OF BIRTH <input type="text"/>

For identification purposes a copy of your birth certificate, passport, drivers licence and Medicare card or other acceptable documentation must be attached to this application. A copy of the Board's Identification Policy is available on-line at www.nt.gov.au/bpb.

SECTION 2 CONTACT DETAILS

BUSINESS HOURS PHONE NUMBER	<input type="text"/>	AFTER HOURS PHONE NUMBER	<input type="text"/>
FAX NUMBER	<input type="text"/>	MOBILE PHONE NUMBER	<input type="text"/>
EMAIL	<input type="text"/>		

SECTION 3 ADDRESS DETAILS

HOME ADDRESS	<input type="text"/>
	<input type="text"/>
POSTAL ADDRESS	<input type="text"/>
For the service of notices and documents	<input type="text"/>

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

SECTION 4 SUB-CATEGORY OF PRACTITIONER

Please indicate category/sub-category of registration being sought in accordance with the mutual recognition principle:-

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

SECTION 5 EXISTING REGISTRATION

Please provide details of your current interstate building practitioner's registration/licence on which you want the mutual recognition based.

State/Territory of Licence Number
Registration

Details of any special conditions applicable to your existing registration.

Please provide details of any other current Interstate building practitioner's registration/licences you hold.

State/Territory of Licence Number
Registration

Details of any special conditions applicable to your existing registration.

The originals (or a certified copies) of the licences/certificates evidencing your existing registration are to be attached to this application. If there is no such instrument, sufficient information should be provided to identify you and the registration held by you.

SECTION 6 FINANCIAL REQUIREMENTS:

This section is applicable only to building practitioners in the categories of Building Contractor Residential (Restricted) and Building Contractor Residential (Unrestricted).

You must provide evidence certified by a registered accountant that you have “Net Tangible Assets” of \$50,000 as determined by the Minister for 24B(1)(b) of the *Building Act*.

Refer attached information sheet for details of how Net Tangible Assets is determined and an example of an accountant’s statement.

PLEASE NOTE the original of the accountant’s statement is required. Facsimiles or photocopies will not be accepted.

SECTION 7 OTHER INFORMATION

In order to assist the Building Practitioners Board in determining whether you are a fit and proper person to be registered pursuant to Section 24(1)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you been declared bankrupt or entered into an arrangement with creditors in the last 5 years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you in the last 5 years been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been disqualified from holding an occupational licence or certificate, or had an occupational licence or certificate cancelled or suspended (including interstate licences, certificates or registrations)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you 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? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have ticked YES to any of these questions you MUST provide details and copies of all relevant documentation.

SECTION 8 INSURANCE REQUIREMENTS

Applicants 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.

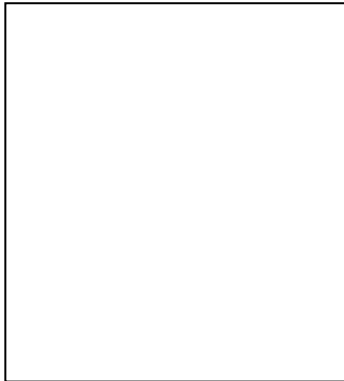
Building Certifier Unrestricted, Certifying Engineer Structural and Certifying Plumber & Drainer Design	\$1 Million
Building Certifier Residential	\$500,000
Certifying Engineer Mechanical, Certifying Engineer Hydraulic and Certifying Architect	\$100,000

The insurance certificate of currency cover must be submitted with your application. The policy must note you as an insured party or if you are using your employers insurance 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

A Certifying Plumber and Drainer is required to have a Home Building Certification Fund plumber policy with the Territory Insurance Office. A Home Building Certification Fund Annual Certificate must be submitted with your application, as evidence of your contribution to the fund. The Annual Certificate must show your name (not your business name) as the plumber and the category of business activity must be noted a "Plumbing Contractor".

SECTION 9 PHOTO REGISTRATION CARD

If your application is approved the Board will issue you with a registration certificate (as required under the Building Act). In addition, the Board is also offering you, at no additional cost, a wallet sized registration card which will include your photograph. If you wish to obtain this card please attach a photo to this application form using tape on the rear of the photo only.



Photos must

- head and shoulders only
- be no more than 6 months old
- be passport quality
- be on photo paper
- have clear white background
- 4.5 – 5 cm high, 3.5 – 4 cm wide
- not have any border
- have your full name on the back

Note: Alternatively, you may email a photo to bpb@nt.gov.au, giving your full name. If you e-mail the photograph, please write 'photo emailed' in the space provided for photograph.

SECTION 10 PAYMENT OF FEES

A fee of \$800 per category is applicable comprising an application fee of \$200 and a 2 year registration fee of \$600. The application fee is non-refundable. The fee is payable either by cheque made payable to the "Receiver of Territory Monies" (RTM), by credit card or cash (lodging in person only – DO NOT SEND CASH VIA MAIL). Please note is you are applying for more than one sub-category of engineer only one fee of \$800 is required.

Payment Details

A cheque for \$ 800 _____ is enclosed OR

Please debit my VISA MasterCard For \$800-00

Credit Card Number				Expiry Date		

Card holder name _____

Card holder signature _____ Date __/__/__

FOR OFFICE USE ONLY			
Receipt Number	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Amount	<input style="width: 95%;" type="text" value="\$800"/>	Received By	<input style="width: 95%;" type="text"/>

SECTION 11 STATUTORY DECLARATION

Oaths Act (NT)

I, _____ 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 am not the subject of disciplinary proceeding in any State (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to my occupation;
- My registration in any State or Territory is not cancelled or currently suspended as a result of disciplinary action;
- I am not otherwise personally prohibited from carrying on the occupation(s) for which registration is sought in any State or Territory and I am not subject to any special conditions in carrying out that occupation as a result of criminal, civil or disciplinary proceedings in any State or Territory;
- I give the Northern Territory Building Practitioners Board consent to make any enquiries and/or exchange information with the authorities of any State or Territory regarding my activities in the occupation(s) for which registration is sought or otherwise regarding matters relevant to this application.
- I acknowledge that information (name, postal address, telephone number, registration category, registration number, registration status, registration expiry date registration conditions/endorsements and the name of any companies or firms where you are the nominee) may be placed on a register open to the public;
- I accept that failure to supply information required on this form may delay processing of this application;
- I understand and acknowledge my legal obligations under the *Building Act* if registration is granted;

And I 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 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 *Mutual Recognition(Northern Territory) Act* and 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
- Application Fee of \$800
- Identification
- Certified Copy of Interstate Registration
- Financial Information (building contractor's only)
- Copy of Insurance Certificate (not applicable for building contractors)
- Photograph (if a registration card is required)

The completed form, attachments and fee should be

POSTED TO
GPO Box 1680
DARWIN NT 0801

OR

LODGED IN PERSON (Monday- Friday 8.00am -4.00pm)
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)