

**NORTHERN TERRITORY OF AUSTRALIA
BUILDING PRACTITIONERS BOARD**

**APPLICATION FOR RENEWAL OF REGISTRATION AS A
BUILDING PRACTITIONER - CORPORATION**

SECTION 1 BUSINESS DETAILS

CORPORATION
NAME

FIRM or TRADING
NAME

ACN

ABN

SECTION 2 CONTACT DETAILS

BUSINESS PHONE
NUMBER

FAX NUMBER

MOBILE

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 CORPORATION REGISTRATION

A copy of a company extract (within the last 28 days) must accompany this application.

SECTION 5 SUB-CATEGORY OF PRACTITIONER BEING APPLIED FOR

The corporation is currently registered as a (please select the relevant registration category/categories)

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

Current registration number is

SECTION 6 DIRECTOR DETAILS

List the names of ALL directors or persons concerned in the management or conduct of the corporation and the positions they hold (attach list if necessary):

NAME	POSITION	ADDRESS

SECTION 7 FIT and PROPER

In order to assist the Building Practitioners Board in determining whether ALL the directors and other 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 24F(3)(a) or 24F(4)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

Have ANY of the company directors or other 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 found guilty of a criminal offence in the last 5 years (other than a minor traffic offence) or are there any criminal 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)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |

If any of these questions have been answered YES you MUST provide details and copies of relevant documentation.

SECTION 8 PAST PERFORMANCE

Applicants are required to have shown by performance reporting to have performed satisfactorily, pursuant to section 24F(3)(c) or 24F(4)(c) of the *Building Act*.

To assist the Board in determining if this requirement has been met, please provide a **project list** detailing the individual projects your company have been involved in over the past 2 years. The list should include the company's level of involvement and the full address of the project.

The following questions apply to all directors and any persons concerned in the management or conduct of the corporation. Please tick yes or no in the relevant box to the following questions to the best of your knowledge.

Have ANY of the company directors or other persons concerned in the management or conduct of the corporation:

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Been party to a dispute concerning building work with any client or subcontractor in any court proceedings (whether in Australia or elsewhere) or through the Office of Consumer and Business Affairs or the Department of Justice Community Justice Centre? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Been party to rapid adjudication proceedings under the <i>Construction Contracts (Security of Payments) Act</i> (or equivalent in Australia or elsewhere)? | <input type="checkbox"/> | <input type="checkbox"/> |

- 3. Received notification from the Director of Building Control concerning a complaint pursuant to section 29 of the *Building Act* (or equivalent in Australia or elsewhere)?
- 4. Been the subject of an audit conducted by the Director of Building Control pursuant to section 34B of the *Building Act* (or equivalent in Australia or elsewhere)?
- 5. Been the subject of an investigation or inquiry concerning building work (or equivalent in Australia or elsewhere)? Please include an investigation or inquiry by a professional body such as Australian Institute of Building Surveyors, Engineers Australia, Australian Royal Institute of Architects or associations such as Territory Construction Association or Housing Industry Association.
- 6. In the past two years, has any claim against your services been allowed by the Home Building Certification Fund (or an equivalent fund in Australia or elsewhere) or by your professional indemnity insurer?

The Building Practitioners Board will have access to the building records held by the Department of Planning and Infrastructure in order to consider your application for renewal.

If you answered yes to any of the above questions, please provide a summary of the circumstances. Where a matter has concluded please provide full details.

SECTION 9 FINANCIAL REQUIREMENTS (FOR BUILDING CONTRACTORS ONLY)

A building contractor corporation must have Net Tangible Assets of \$50,000. Evidence certified by a registered accountant that the corporation meets this requirement is to be lodged with this application.

Please refer to the attached information sheet for details of how Net Tangible Assets is determined and a sample accountant statement.

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

SECTION 10 INSURANCE REQUIREMENTS

Applicants applying for registration in any of the categories/subcategories below, are required to hold a 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 is required to have a HBCF plumber policy.

Evidence of current cover must be submitted with your application.

SECTION 11 LIST OF NOMINEES

A corporation must nominate at least one individual who holds individual registration in each category or subcategory of registration held by the corporation.

Please provide the details of these individuals in the table below.

NAME OF PRACTITIONER	CATEGORY OF REGISTRATION	REGISTRATION NUMBER

For corporations seeking renewal of registration in a category other than building contractor, the individual should be concerned in the management or conduct of the corporation, who is registered in the Northern Territory as a building practitioner in that category, as referred to in section 24F(3)(b) of the *Building Act*.

For corporations seeking renewal of registration in the category of building contractor, the individual may be a director or nominee of the corporation who is registered in the Northern Territory as a building practitioner in the category and who resides in the Northern Territory, as referred to in section 24F(4)(b) of the *Building Act*. A copy of the Board's Residency Policy is available on-line at www.nt.gov.au/lands/building/boards/bpb.

Acceptance

Each person listed above must sign his or her acceptance below. If insufficient acceptances are provided for photocopy this page and attach to the application.

I _____ hereby accept nomination as a registered practitioner for the 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 a registered practitioner for this corporation or in the case of Building Contractors cease to reside in the Northern Territory.

/ /

SIGNATURE

DATE

I _____ hereby accept nomination as a registered practitioner for the 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 a registered practitioner for this corporation or in the case of Building Contractors cease to reside in the Northern Territory.

/ /

SIGNATURE

DATE

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

I _____ hereby accept nomination as a registered practitioner for the 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 a registered practitioner for this corporation or in the case of Building Contractors cease to reside in the Northern Territory.

/ /

SIGNATURE

DATE

SECTION 12 PAYMENT OF FEES

An application fee of \$200 per category is applicable. This fee is non-refundable a further fee of \$600 is payable if the application for renewal of registration is granted. 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).

Payment Details

A cheque for \$_____ is enclosed OR

Please debit my VISA MasterCard For \$_____

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card Number							Expiry Date

SIGNATURE OF CARD HOLDER

PRINT NAME

DATE: ____/____/____

FOR OFFICE USE ONLY			
Receipt	<input type="text"/>	Date	<input type="text"/>
Amount	<input type="text"/>	Received By	<input type="text"/>

SECTION 13 DECLARATION

This declaration must be made by 2 directors or a director and a secretary of the corporation (or by the sole director/secretary if applicable).

THE NORTHERN TERRITORY OF AUSTRALIA
OATHS ACT
STATUTORY DECLARATION

I/We, _____
(insert full names)

being directors/(director and secretary)/sole director/secretary of the corporation (delete as applicable)

_____ (insert 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 ongoing eligibility to be registered as a building practitioner;
- I/We acknowledge that information (company 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;

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. (If more than one person is making the declaration you can NOT witness each others signature)

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 renewal of registration as a building practitioner in accordance with the provisions of the *Building Act*. The names, business addresses, business telephone numbers and registration information of registered building practitioners will be entered into a register of building practitioners. This register will be available to the public 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.

SECTION 14 SUBMITTING

CHECKLIST - Please ensure that you have provided the following:

- Completed Form
- Company Extract
- Copy of Insurance Certificate (if applicable)
- Net Tangible Assets Certification by Accountant (Building Contractors only)
- Application Fee of \$200 per category
- All Relevant Documentation Required by Section 7
- All Relevant Documentation Required by Section 8

The completed form, attachments and fee may be

POST TO

The Registrar
Building Practitioners Board
GPO Box 1680
DARWIN NT 0801

OR

LODGED IN PERSON AT

(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 9253

First Floor, Government Centre
5 First St
KATHERINE
Phone (08) 8973 8926

33 Leichhardt St
TENNANT CREEK
Phone (08) 8951 9235 (Alice Springs)