

**NORTHERN TERRITORY OF AUSTRALIA  
BUILDING PRACTITIONERS BOARD**

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

Note firm applications are not applicable in the category of building contractor residential.

**SECTION 1 BUSINESS DETAILS**

FIRM or TRADING NAME

ABN  Firm Registration Number

**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**

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

<b>SECTION 5 SUB-CATEGORY OF PRACTITIONER BEING APPLIED FOR</b>
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The firm is currently registered as a (please select appropriate registration category/categories)

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

Current registration number is

<b>SECTION 6 PARTNER DETAILS</b>
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Please list the names of all partners by whom the firm is constituted (attach a separate list if necessary).

NAME	ADDRESS

<b>SECTION 7 FIT AND PROPER</b>
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In order to assist the Building Practitioners Board in determining whether ALL the partners of the firm are fit and proper persons to be registered if the application had been made by them personally pursuant to section 24F(2)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

Have ANY of the firm partners:-

- |                                                                                                                                                                                                                   | 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?

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(2)(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 the firm have been involved in over the past 2 years. The list should include the firm's level of involvement and the full address of the project.

Please tick yes or no in the relevant box to the following questions to the best of your knowledge.

In the past two years have ANY of the firm partners:-

- |                                                                                                                                                                                                                                                                                                                                                                                                        | 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 <i>Building Act</i> (or equivalent in Australia or elsewhere)?                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Been the subject of an audit conducted by the Director of Building Control pursuant to section 34B of the <i>Building Act</i> (or equivalent in Australia or elsewhere)?                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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?                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |

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.



**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 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 12 DECLARATION**

This declaration must be made by all partners of the firm.

THE NORTHERN TERRITORY OF AUSTRALIA  
OATHS ACT  
**STATUTORY DECLARATION**

I/We, \_\_\_\_\_  
(insert full names)

being all the partners of the firm

\_\_\_\_\_ (insert firm 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 (name, postal address, telephone number, registration category, registration number, registration status, registration expiry date registration conditions/endorsements and the name of the firm partners) may 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 13 SUBMITTING**

**CHECKLIST - Please ensure that you have provided the following:**

- Completed Form
- Firm search
- Copy of Insurance Certificate (if applicable)
- 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 should 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)