

**NORTHERN TERRITORY OF AUSTRALIA
BUILDING PRACTITIONERS BOARD**

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

SECTION 1 PERSONAL DETAILS

FAMILY NAME (Surname)

GIVEN NAME (First name) OTHER NAMES (Middle names)

PREFERRED NAME

HAVE YOU CHANGED YOUR NAME SINCE REGISTRATION OR PREVIOUS RENEWAL? Yes No

IF 'YES' THEN PLEASE PRODUCE EVIDENCE E.G. MARRIAGE CERTIFICATE OR OTHER EVIDENCE.

SECTION 2 CONTACT DETAILS

BUSINESS HOURS PHONE NUMBER AFTER HOURS PHONE NUMBER

FAX NUMBER MOBILE PHONE NUMBER

EMAIL

SECTION 3 ADDRESS DETAILS

HOME ADDRESS

POSTAL ADDRESS

For the service of notices/documents

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

SECTION 4 SUB-CATEGORY OF PRACTITIONER

I am currently registered as a (please select appropriate registration category/categories):-

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

My current registration number is

SECTION 5 FIT and PROPER

In order to assist the Building Practitioners Board in determining whether you are a fit and proper person to be registered pursuant to section 24F(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 found guilty of a criminal offence (other than a minor traffic offence) or are there any criminal court proceedings pending against you? | <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 relevant documentation.

SECTION 6 CONTINUING DEVELOPMENT REQUIREMENTS

Applicants are required to have complied with the continuing development requirements determined by the Minister, pursuant to section 24F(1)(c) of the *Building Act*.

At present, no continuing development requirements have been determined by the Minister. The Board, however, encourages all registered practitioners to embark on a program of activity that continues to maintain and develop their personal skills and knowledge of the building industry.

SECTION 7 PAST PERFORMANCE

Applicants are required to have shown by performance reporting to have performed satisfactorily, pursuant to section 24F(1)(d) 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 you have been involved in over the past 2 years. The list should include your level of involvement and the full address of the project.

The following questions apply to you as an individual practitioner. Please tick yes or no in the relevant box to the following questions to the best of your knowledge.

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.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. In the past two years, have you 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. In the past two years, have you 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. In the past two years, have you 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. In the past two years, have you 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. In the past two years, have you 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"/> |

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 8 FINANCIAL REQUIREMENTS (FOR BUILDING CONTRACTORS ONLY)

Applicants for renewal of registration as a Building Contractor 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 9 INSURANCE REQUIREMENTS

Applicants applying for renewal of 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's policy.

Evidence of current cover must be submitted with your application.

SECTION 10 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 12 DECLARATION

THE NORTHERN TERRITORY OF AUSTRALIA
OATHS ACT
STATUTORY DECLARATION

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 give the Northern Territory Building Practitioners Board consent to make any enquiries and to receive and disclose any information which is relevant to my ongoing eligibility to be registered as a building practitioner;
- 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;

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 renewal of registration as a building practitioner in accordance with the provisions of the *Building Act*. The names, postal addresses and telephone numbers 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
- List of Projects for the last 2 years
- Copy of Insurance Certificate (if applicable)
- Copy of Net Tangible Assets Certification by Accountant (Building Contractors only)
- Application Fee of \$200
- Photograph (if a registration card is required)
- All Relevant Documentation Required by Section 5
- All Relevant Documentation Required by Section 7

The completed form, attachments and fee should be

POSTED 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
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)