

**NORTHERN TERRITORY ARCHITECTS BOARD**  
**ABN 76 154 582 645**  
**Application for Registration as a Company**

***This information sheet is to assist  
you in applying for Registration  
as an Architectural Company***

**Completion of Form**

1. To complete the Application form, you are required to refer to the attached copy of the relevant sections of the *Architects Act*. Please note that your application will not be authorised unless you comply with the provisions of the Act.
2. Complete the Application Form and have your Company Registration Certificate and constitution/memorandum/charter/statute photocopied and certified as a true copy by a Commissioner of Oaths Justice of the Peace or solicitor.
3. Provide proof of registration in the Northern Territory of the company director or employee who is responsible for managing the architectural practice and supervising the provision of architectural services provided by the company in the Northern Territory.

**COST**

4. The cost of the application is \$100.00\*, and if your application is approved, a further fee of \$180.00\* will be charged being for the first year's registration fee (\$150.00\*) plus the production of your Certificate (\$30.00\*). Please note that an additional \$50.00\* is payable annually for each individual architect who is a director or an employee of the company who is:
  - (a) registered in the Northern Territory; and
  - (b) responsible for managing the architectural practice of the company in the Territory and supervising the provision of architectural services provided by the company in the Territory. (\*GST exempt)
5. Please make cheques payable to the Receiver of Territory Monies (RTM)

**Forwarding Your Application**

6. Forward the application form, together with documents mentioned in paragraph (2) and (3) above and a cheque for \$100.00 in the first instance to:

The Registrar  
NT Architects Board  
GPO Box 1680  
DARWIN NT 0801

or

Ground Floor, Cavenagh House  
38 Cavenagh Street  
DARWIN NT 0800

**ANNUAL FEES**

7. The Annual fee of \$150.00 falls due on the first day of January and is payable by the first day of February each year. Penalty for non-payment is deregistration.

**CHANGE OF PARTICULARS**

8. Under section 14B of the *Architects Act*, the Board must be notified of any intention to amend your company's constitution, memorandum, charter or statute and be furnished with a copy of a proposed resolution to give effect to that intention.
9. Under section 19A of the *Architects Act*, companies must lodge an annual statement in July each year. Penalty for not lodging your return is deregistration, under section 20C of the *Architects Act*.
10. Under section 18 of the *Architects Act*, you are required to notify the Board of any change of address.

**NORTHERN TERRITORY ARCHITECTS BOARD**  
**Extracts from the Architects Act**  
**(as in force from 14 December 2005)**

**Section 14B of the *Architects Act* –  
Qualifications for Registration as an  
Architectural Company**

1. The Board must authorise the Registration of an applicant as an architectural company where the company satisfies the Board that –
  - (a) **it has a place of business or is carrying on business within the Territory;**
  - (b) **its constitution** or, in the case of a foreign company, its charter, statute or other instrument constituting or defining its constitution, is acceptable to the Board and **contains provisions that** -
    - (i) **the Board be notified of any intention to amend the constitution, charter, statute or other instrument as the case may be, and be furnished with a copy of a proposed resolution to give effect to that intention;** and
    - (ii) a body corporate shall not be eligible to be a director of the company; and
  - (c) **at least one of the directors of the company or one of the employees of the company is an architect and will be responsible for managing the architectural practice of the company in the Territory and supervising the provision of architectural services provided by the company in the Territory.**

**Section 19A of the *Architects Act* –  
Annual Statement**

1. An architectural company and an architectural partnership shall in the month of July in each year lodge with the Board an annual statement in the form approved by the Board
2. The annual statement referred to in sub-section (1) shall contain:-
  - (a) in respect of an architectural company –
    - (i) the full name and usual address of every person who on 30 June preceding the lodging of the annual statement was a director of the company;
    - (ii) in relation to each director, whether he is an architect;
    - (iii) any other matter necessary or convenient to the administration of the Act, which is indicated in the form.

(In relation to (iii) above, the Board requires the full name and address of the company employee who is the architect who is responsible for managing the architectural practice of the company in the Territory and supervising the provision of architectural services provided by the company in the Territory.)

**NORTHERN TERRITORY ARCHITECTS BOARD**  
**APPLICATION FOR REGISTRATION**  
**AS AN ARCHITECTURAL COMPANY**

NT Registration  
 Number Allocated:

AR \_\_\_\_\_

Name of Company			
Company Addresses:  (1) Business Address (2) Postal Address (3) Address for the service of notices from the Board (and annual publication in NT Government Gazette)	(1) _____		
	(2) _____		
	(3) _____		
Full names of all directors of the company who are entitled to vote (if space provided is insufficient please attach a separate sheet)	A.		
	B.		
	C.		
	D.		
Usual address of directors mentioned above	A.		
	B.		
	C.		
	D.		
Are these directors architects?  If so please indicate where they are registered. (please answer for each)	A. *YES * NO State/s		
	B. *YES * NO State/s		
	C. *YES * NO State/s		
	D. *YES * NO State/s		
Full name, registration and contact details of the company employee who is (1) an architect; and (2) responsible for managing the architectural practice of the company in the Territory and supervising the provision of architectural services provided by the company in the Territory	<b>Name:</b>	_____	
	<b>NT Registration Number:</b>	AR _____	
	<b>Contact Details:</b>	Tel: _____	
		Fax: _____	
		Email Address: _____	
		_____	

Is the business a company registered under the <i>Corporations Act 2001</i> ?	*YES	* NO
Does the company carry on business in the Northern Territory?	*YES	* NO
Is a corporate body a director of the company?	*YES	* NO

\*Circle appropriate response.

**I realise that in June each year the company must lodge an annual statement with the NT Architects Board**

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

Declared at \_\_\_\_\_ Place and State / Territory

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of person making declaration \_\_\_\_\_  
**DIRECTOR**

Before me \_\_\_\_\_  
(Signature of person before whom the declaration is made)

\_\_\_\_\_  
(Name and contact address or telephone number before whom the declaration is made, legibly written, typed or stamped)

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

**Note: A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2000 or imprisonment for twelve months, or both.**

## PRIVACY NOTICE

The Northern Territory Architects Board, under the *Architects Act*, collects the information on this form, or otherwise provided by you, to process your application for registration. Failure to provide the information in full or in part may result in your application for registration being refused.

Some of the personal information provided by you will be made publicly available, including through the Northern Territory Government Gazette and Internet, as part of a Public Register. Any personal information provided can be subsequently accessed by you on request.

If you have any queries please contact the Architects Board on telephone (08) 89998905.

Office use only

**APPLICATION    APPROVED / REFUSED**

**CONSTITUTION    APPROVED / REFUSED**

**CHAIRMAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REGISTRATION NUMBER ALLOCATED** \_\_\_\_\_