

## NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

# APPLICATION FOR REGISTRATION AS A BUILDING PRACTITIONER BUILDING CONTRACTOR - INDIVIDUAL

### SECTION 1 PERSONAL DETAILS

<b>FAMILY NAME</b> (Surname)			
<b>GIVEN NAME</b> (First name)		<b>OTHER NAMES</b> (Middle names)	
<b>PREFERRED NAME</b>		<b>BIRTH FAMILY NAME</b> (e.g. maiden name)	
<b>GENDER</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>DATE OF BIRTH</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

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/lands/building/boards/bpb](http://www.nt.gov.au/lands/building/boards/bpb).

### SECTION 2 CONTACT DETAILS

<b>BUSINESS HOURS PHONE NUMBER</b>		<b>AFTER HOURS PHONE NUMBER</b>	
<b>FAX NUMBER</b>		<b>MOBILE PHONE NUMBER</b>	
<b>EMAIL</b>			

### SECTION 3 ADDRESS DETAILS

<b>HOME ADDRESS</b>	
<b>POSTAL ADDRESS</b>	
For the service of notices and documents	

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

**SECTION 4 SUB-CATEGORY OF PRACTITIONER**

Indicate sub-category being sought:-

- BUILDING CONTRACTOR RESIDENTIAL RESTRICTED  
(Flats or units limited to a maximum of 2 storeys)  
OR
- BUILDING CONTRACTOR RESIDENTIAL UNRESTRICTED

**SECTION 5 QUALIFICATION REQUIREMENTS**

You are required to possess the qualifications as determined by the Minister, for Section 24B(1)(b) of the *Building Act* . You must have one of the following:-

- Successful completion of the following 15 units of a Certificate IV in Building

ABC001	Construction 1
ABC002	Construction 2
ABC005	Materials 1
ABC061	Builders Working Drawings 1
ABC064	Building Computer Applications
ABC069	Cost Control and Planning 1
ABC076	Building Quantities and Estimating 1
ABC077	Building Quantities and Estimating 2
ABC082	Building Site Supervision
ABC083	Building Site Surveying and Set Out 1
ABC086	Structures 1
ABC091	Business Management for Building 1A
ABC092	Business Management for Building 1B
ABC102	Residential Site Safety
ABC105	Timber Framing Code

- Successful completion of the following 12 units plus any 3 elective units of a Certificate IV in Building and Constructions (Building) – Low Rise

BCGBC4001A	Apply building codes and standards to the construction process for low rise building projects
BCGBC4002A	Manage occupational health and safety in the building and construction workplace
BCGBC4003A	Select and prepare a construction contract
BCGBC4004A	Identify and produce estimated costs for building and construction projects
BCGBC4005A	Produce labour and material schedules for ordering
BCGBC4006A	Select, procure and store construction materials for low-rise projects
BCGBC4007A	Plan building or construction work
BCGBC4008A	Conduct on-site supervision of the building and construction project
BCGBC4009A	Apply legal requirements to building and construction projects
BCGBC4010A	Apply structural principles to residential low rise constructions
BCGBC4011A	Apply structural principles to commercial low rise constructions
BSBSBM406A	Manage Finances

- Successful completion of a course, or units of a course that, in the opinion of the Practitioners Board, is at least equivalent to either of the above qualifications.
- A statement of attainment of competency equivalent to the satisfaction of either of the qualifications listed above issued by a registered training organisation (as defined in the *Northern Territory Employment and Training Act*).

Copies of your qualifications must be provided with your application.

Qualification	Issued by	Date Completed

**SECTION 6 EXPERIENCE REQUIREMENTS**

The Minister, for *Section 24B(1)(b) of the Building Act*, has determined that 3 years experience constructing building works prescribed for the sub category being applied for is required.

Applicants applying for registration in the sub-category of Building Contractor Residential (Restricted) are required to show evidence of at least 3 years practical experience in carrying out building work associated with the construction of new or extension to the liveable floor area of Class1a houses and townhouses and/or Class 2 units up to a height of 2 storeys.

Applicants applying for registration in the sub-category of Building Contractor Residential (Unrestricted) are required to show evidence of at least 3 years practical experience in carrying out building work associated with the construction of new or extensions to the liveable floor area of Class 2 units more than 2 storeys in height.

A resume must be submitted with your application detailing your work experience and addressing the requirements of the experience criteria in the category being applied for. All aspects of experience ie. design, on-site construction supervision etc are to be indicated. A specific description of projects must also be provided, detailing your level of involvement in these projects and the dates of commencement and completion.

A least one written reference from a registered building contractor (preferably registered in the Northern Territory) must be provided that confirms your recent experience listed on your resume.

**SECTION 7 FINANCIAL REQUIREMENTS**

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 8 OTHER INFORMATION**

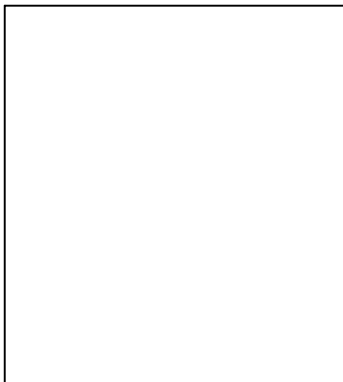
In order to assist the Building Practitioners Board in determining whether you are a fit and proper person to be registered pursuant to Section 24B(1)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

- |   | 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 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.lpe@nt.gov.au](mailto:bpb.lpe@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**

An application fee of \$200 is applicable. This fee is non-refundable but is credited to the 2 year registration fee of \$800 – i.e. a further \$600 is payable if successful. 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"/>	<input type="text"/>	<input type="text"/>
Credit Card Number					Expiry Date				

Card holder name \_\_\_\_\_

Card holder signature \_\_\_\_\_ Date \_\_/\_\_/\_\_

FOR OFFICE USE ONLY			
Receipt Number	<input type="text"/>	Date	<input type="text"/>
Amount	<input type="text"/>	Received By	<input 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 give the Northern Territory Building Practitioners Board consent to make any enquiries and to receive and disclose to any information which is relevant to my initial and 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;
- 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 – building contractor, in accordance with the provisions of 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 8999 8964.

**SUBMITTING**

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

- Completed Form
- Resume
- References
- Copy of Qualifications
- Net Tangible Assets Statement from Accountant (original required)
- All Relevant Documentation Required by Section 8
- Identification
- Application Fee of \$200
- Photograph (if a registration card is required)

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 (Monday- Friday 8.00am -4.00pm)

Ground Floor, Cavenagh House  
38 Cavenagh St  
DARWIN  
Phone 8999 8964

First Floor, Alice Springs Plaza  
36 Todd St (Cnr Todd Mall & Parsons St)  
ALICE SPRINGS  
Phone 8951 9235

First Floor, Government Centre  
5 First St  
KATHERINE  
Phone 8973 8926

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