

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

APPLICATION FOR REGISTRATION AS A BUILDING PRACTITIONER BUILDING CERTIFIER - INDIVIDUAL

SECTION 1 PERSONAL DETAILS

FAMILY NAME (Surname)			
GIVEN NAME (First name)		OTHER NAMES (Middle names)	
PREFERRED NAME		BIRTH FAMILY NAME (e.g. maiden name)	
GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>	DATE OF BIRTH

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.

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 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 CERTIFIER (UNRESTRICTED) – All Classes of buildings and structures
- or
- BUILDING CERTIFIER (RESIDENTIAL) – Class 1 and 10 buildings and structures only

SECTION 5 QUALIFICATION REQUIREMENTS

You are required to possess the qualifications as determined by the Minister, pursuant to Section 24(1) (b) of the *Building Act*. That is a degree, **diploma** or other educational qualification required for accreditation as a building surveyor by the Australian Institute of Building Surveyors.

A copy of your qualifications must be provided with your application.

Qualification	Issued By	Date Completed

SECTION 6 EXPERIENCE REQUIREMENTS

You are required to possess the experience as determined by the Minister, pursuant to Section 24(1)(b) of the *Building Act*. That is:-

- Builder Certifier Unrestricted - 4 years practical experience in building surveying in relation to all classes of buildings.
- Builder Certifier Residential - 3 years practical experience in building surveying of Class 1 and Class 10 buildings.

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 certifier (preferably registered in the Northern Territory) must be provided that confirms your recent experience listed on your resume.

SECTION 7 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 24(1)(a) of the *Building Act*, tick yes or no in the relevant box for the following questions.

1. Have you been declared bankrupt or entered into an arrangement with creditors in the last 5 years? YES NO

- 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?
- 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)?
- 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?
- 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?

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

SECTION 8 INSURANCE REQUIREMENTS

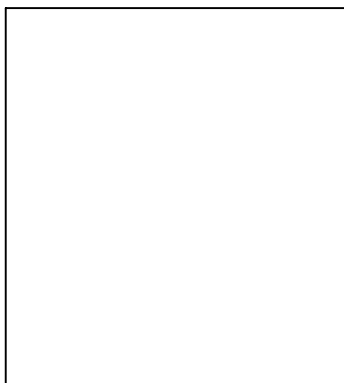
You are required to hold current Professional Indemnity Insurance Policy in accordance with the following schedule.

Building Certifier Unrestricted.....	\$1 Million
Building Certifier Residential	\$500,000

The insurance certificate of currency cover must be submitted with your application. The policy must note you as an insured party or if you are using your employers insurance must be accompanied by a letter from the employer on company letterhead (and signed by a company director) confirming that you are covered by their insurance policy

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
- 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 bbp.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 (lodged 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 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 certifier, 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
- Copy of Insurance Certificate
- All Relevant Documentation Required by Section 7
- 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)