

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

POLICY TITLE:	INSURANCE		
POLICY NUMBER:	BPB-006		
EFFECTIVE DATE:	24 September 2008	REVIEW DATE	24 September 2009

Purpose of Policy:

To outline the procedure for provision of insurance and for dealing with practitioners who do not provide the Board with evidence of insurance renewal.

Supporting Policies/documents:

Sections 24(new applications) and 24F (renewals) of the *Building Act* require building practitioners to comply with prescribed conditions. Part 2 of the Determination by the Minister for Planning & Lands dated 31 August 2006 prescribes that the following building practitioner categories must have insurance:-

Certifying Engineer (Hydraulic) Certifying Engineer (Mechanical) Certifying Architect	Professional Indemnity Insurance of \$100,000
Building Certifier (Residential)	Professional Indemnity Insurance of \$500,000
Building Certifier (Unrestricted), Certifying Plumber & Drainer (design), Certifying Engineer (Structural)	Professional Indemnity Insurance of \$1,000,000
Certifying Plumber & Drainer	Home Building Certification Fund Plumbers Policy

Section 34V (1) of the *Building Act* states:

The Practitioners Board must by order, suspend the registration of a building practitioner if it is satisfied that the building practitioner has ceased to comply with the qualifications or other requirements of registration.

Policy:

For Certifying Plumbers and Drainers, a Home Building Certification Fund Annual Certificate must be provided as evidence of insurance. The certificate must be in the name of the building practitioner and the category of business activity must be noted as "Plumbing Contractor".

For Certifying Engineers (Hydraulic), Certifying Engineers (Mechanical), Certifying Architects, Building Certifiers (Residential), Building Certifiers (Unrestricted), Certifying Plumbers & Drainers (Design) and Certifying Engineers (Structural) a professional indemnity insurance certificate of currency must be provided as evidence of insurance. The certificate must note the name of the building practitioner as the insured party or if the insured party is their employer the certificate must be accompanied by a letter from the employer on company letterhead confirming that the practitioner is covered by their policy. If the insurance is provided by their employer, the Registrar is to include an additional paragraph in the covering letter sent with their certificate advising that their registration is limited to works completed on their employer's behalf and that any change of employment must be notified to the Board along with evidence of new insurance.

When a certificate of registration is issued, the practitioner will be advised in writing that they must maintain continuous insurance and provide evidence of this to the Board, with a warning that failure to do so may result in suspension of registration.


Approximately four weeks before the insurance renewal date, the Registrar will write to the practitioner with the following information:-

- Insurance renewal date;
- Reminder to provide a copy of the HBCF annual certificate or the professional indemnity insurance certificate of currency prior to the renewal date; and
- Advice that the Board will deem the practitioner inactive and proceed to suspension of their registration if the insurance is not provided to the Board by the due date.

If the insurance is not received by the due date, the Registrar will amend the status of the practitioner in the data base to "inactive". The Registrar will also send a second letter to the Practitioner informing them that their registration is inactive and that they will be referred to the next Board meeting for suspension of their registration.

When the insurance certificate is provided the Registrar is to confirm that the insurance cover is continuous. If the cover is continuous the practitioner will be reinstated with no suspension recorded. If the cover is not continuous, the Registrar will refer the matter to the Director of Building Control for investigation.

Adopted by the Building Practitioners Board


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Barry Chambers, Chairman

8/12/08
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Date