

# NORTHERN TERRITORY ARCHITECTS BOARD

## Application for registration as an architect company or partnership

Use this application to apply for registration as architect company or partnership in accordance with 12A of the *Architects Act 1963*.

For further information please see the [NT Architects Board](#) website.

Applicant details				
Company name:				
Business name (if applicable):				
ACN:	ABN:			
Business address:				
Suburb:		State:		Postcode:
Is your postal address the same as above? If no, complete below:				
Postal address:				
Suburb:		State:		Postcode:
Contact details				
Phone number:		Mobile number:		
Email address:				
Person authorised to act on behalf of the applicant				
Surname:				
Given name/s:				
Nominated architect/s				
Full name:		Registration number:	AR	
Signature				
Full name:		Registration number:	AR	
Signature				
List of directors/partners (to be supported with a current ASIC extract)				
Full name:				
Business address:				
Suburb:		State:		Postcode:
Full name:				
Business address:				
Suburb:		State:		Postcode:

Disclosures	
1. Has the Corporation, a director or other person concerned in the management of the Corporation, been convicted, fined, or disqualified by any court, tribunal, board or other authority of the Territory, the Commonwealth or a State or another Territory of the Commonwealth, in respect of any business or other financial dealings in or outside the Territory, or been a member of a company so dealt with?	Yes / No
(If yes, provide details below)	
2. Has any director or person concerned in the management of the Corporation been convicted of any offence(s)? If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s)?	Yes / No
(If yes, provide details below)	
3. Has any director or person concerned in the management of the Corporation been declared bankrupt or assigned their estate for the benefit of creditors?	Yes / No
(If yes, provide details below)	
4. In respect of any work you have done, have you ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?	Yes / No
(If yes, provide details below)	
5. Has any director or person concerned in the management of the Corporation been or are currently bound by any recognisance (bail condition) or the subject of any charge pending in relation to any offence(s) before a court or Commission of Inquiry?	Yes / No
(If yes, provide details below)	

Applicant declaration			
I, (full name)			
Of: (address)			
Do solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>I am authorised to act on behalf of the applicant; and</li> <li>I have read and understood the information contained in this application and accept that failure to supply information required on this form may delay processing of this application; and</li> <li>I give the Northern Territory Architects Board consent to make any inquiries and to receive and disclose information which is relevant to the ongoing eligibility of the applicant to be registered as an architectural business; and</li> <li>I acknowledge that information (name, business address and telephone number) will be placed on a public register; and</li> <li>I understand and acknowledge the legal obligations of the licensee under the <i>NT Architects Act 1963</i> if the application is granted; and</li> <li>I know that it is an offence to make a declaration which is false in any material particular.</li> </ul>			
This declaration is made at: (location)		on: (date)	
Applicant signature:			
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Checklist requirements			
Prescribed application fee – See the <a href="#">forms page</a> for current fee.	<input type="checkbox"/>		
Completed and signed declaration	<input type="checkbox"/>		
ASIC Extract (in case of a company) current to within 30 days from the date of this application.	<input type="checkbox"/>		
Copy of the company constitution required under section 14B of the <i>Architects Act 1963</i> . <b>Note:</b> Under section 14B of the <i>Architects Act 1963</i> , you must notify the Board of any intention to amend your company’s constitution, memorandum, charter or statute and provide a copy of a proposed resolution to give effect to that intention.	<input type="checkbox"/>		
Criminal history name check results for each director and each person concerned in the management and control of the business to ensure compliance with the probity requirements of the <i>Architects Act 1963</i> (unless they hold a current NT registration) attached.	<input type="checkbox"/>		
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached for each person associated with the application attached. <b>For example:</b> Drivers licence, passport, evidence of age card, firearms licence, working with children’s card etc.	<input type="checkbox"/>		
Application note			
Under section 19A of the <i>Architects Act 1963</i> , companies must lodge an annual statement in July each year. The penalty for not lodging an annual statement is deregistration of the company, under section 20C of the Act.			

## Privacy statement

The Northern Territory Government and the Northern Territory Architects Board complies with the Information Privacy Principles scheduled by the *Information Act 2002*.

## Disclaimer

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to Occupational Licensing and Associations and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

## Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below:

Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah	
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine	
Tennant Creek:	Barkly Business Hub, 63 Haddock Street, Tennant Creek	
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs	
1800 193 111	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	GPO Box 9800 Darwin NT 0801

## Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies - in person/mail); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.

Payment date:	Receipt number:	Amount paid:
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