

NORTHERN TERRITORY ARCHITECTS BOARD

Application for renewal of registration as an architect company or partnership

Use this application to renew your architect company or partnership licence in accordance with 12A of the *Architects Act 1963*.

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

Applicant details					
Registration number:	AR				
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 – if more than 2 please photocopy.)					
Full name:					
Business address:					
Suburb:		State:		Postcode:	
Full name:					
Business address:					
Suburb:		State:		Postcode:	

Disclosures	
1. Since the date of last registration, has there been a change in the directors, general manager or other principal officer of the Corporation or firm?	Yes / No
(If yes, provide details below)	
2. In the last 12 months 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)	
3. In the last 12 months 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)	
4. In the last 12 months 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)	
5. In the last 12 months 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:

- All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the *Oaths, Affidavits and Declarations Act 2010*; and
- I am authorised to act on behalf of the applicant; and
- 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
- 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
- I acknowledge that information (name, business address and telephone number) will be placed on a public register; and
- I understand and acknowledge the legal obligations of the licensee under the *NT Architects Act 1963* if the application is granted; and
- I know that it is an offence to make a declaration which is false in any material particular.

This declaration is made at: (location)

on: (date)

Applicant signature:

Note: Under the *Oaths, Affidavits and Declarations Act 2010* 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 requirementsPrescribed application fee – See the [forms page](#) for current fee.

Completed and signed declaration.

ASIC extract (in case of a company) current to within 30 days from the date of this application attached.

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 *Architects Act 1963* (unless they hold a current NT registration) attached.**Note:** Criminal history name results can take up to 6 weeks to be processed by SAFE NT.

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.

For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.**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	territorybusinesscentre@nt.gov.au	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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