

ABN 76 154 582 645

Application for Registration as an Architectural Partnership

This information sheet is to assist you in applying for Registration as an Architectural Partnership

Completion of Form

1. To complete the Application form, you are required to refer to the attached copy of the relevant sections of the *Architects Act*
2. Complete the Application Form and have your Deed of Partnership and your Certificate of Registration of your Business Name photocopied and certified as a true copy by a Commissioner of Oaths, Declarations or a Justice of the Peace.
3. Provide proof of registration in the Northern Territory of the architect partner who is responsible for managing the architectural practice and supervising the provision of architectural services provided by the partnership in the Northern Territory.

COST

4. An application fee is payable with your application, if approved, a further fee for production of your Certificate and the first year's registration will be charged.

An additional fee is payable annually for the individual architect who is:

(a) registered in the Northern Territory; and

(b) responsible for managing the architectural practice of the partnership in the Territory and supervising the provision of architectural services provided by the partnership in the Territory. **(*Not subject to GST)**

5. Please make **cheque payable to the Receiver of Territory Monies (RTM)**

Forwarding Your Application

6. Forward the application form, together with documents mentioned in paragraph (2) above and payment of the **application fee (ONLY) in the first instance** to:

The Registrar, NT Architects Board
GPO Box 1680
DARWIN NT 0801

or

16 Parap Road, PARAP
Email: ntab@nt.gov.au

*****All fees are updated annually and published on the Board website.***

ANNUAL FEES

7. Annual fees are payable for the year commencing 1 January to 31 December.

Forms are available on the web site in December each year.

Penalty for non-payment is deregistration.

CHANGE OF ADDRESS

8. During July of each year, partnerships (and companies) are required to lodge an annual return. Penalty for not lodging your return is deregistration, under section 20C of the *Architects Act*.
9. Under section 18 of the *Architects Act*, you are required to notify the Board of any change of address.

Extracts from the Architects Act (as in force from 24 November 2004)

Section 14A of the *Architects Act* – Qualifications for Registration as an Architectural Partnership

1. The Board must authorise the Registration of an applicant as an architectural partnership where the Board is satisfied that –
 - (a) the partnership carries on business within the Territory under the names of the partners or a name registered under the *Business Names Act*;
 - (b) at least one of the partners of the partnership is an architect and will be responsible for managing the architectural practice of the partnership in the Territory and supervising the provision of architectural services provided by the partnership in the Territory; and
 - (c) if the partnership includes a company amongst its partners the company is an architectural company.

Section 19A of the *Architects Act* Annual Statement

1. An architectural partnership (and an architectural company) shall in the month of July in each year lodge with the Board an annual statement in the form approved by the Board. **Forms are available on the website.**
2. The annual statement referred to in subsection (1) shall contain:-
 - (a) in respect of an architectural company –
 - (i) the full name and usual address of every person who on 30 June preceding the lodging of the annual statement was a member of the partnership;
 - (ii) in relation to each member, whether he/she is an architect;
 - (iii) any other matter necessary or convenient to the administration of the Act, which is indicated in the form.

(In relation to (iii) above, the Board requires the full name and address of the member of the partnership who is the architect responsible for managing the architectural practice of the company in the Territory and supervising the provision of architectural services provided by the partnership in the Territory.)

NORTHERN TERRITORY ARCHITECTS BOARD

NT Registration
Number Allocated:

**APPLICATION FOR REGISTRATION
AS AN ARCHITECTURAL PARTNERSHIP**

AR _____

<p>NAME OF PARTNERSHIP</p>		
<p>DOES THE PARTNERSHIP CARRY ON BUSINESS IN THE NORTHERN TERRITORY?</p>	<p>YES</p>	<p>NO</p>
<p>ADDRESSES: (1) Business Address (2) Postal Address (3) Address for the service of notices from the Board (and annual publication in NT Government Gazette)</p>	<p><u>(1)(1)</u></p> <hr/> <p><u>(2)(2)</u></p> <hr/> <p><u>(3)</u></p> <hr/>	
<p>FULL NAMES OF ALL MEMBERS OF THE PARTNERSHIP</p>	<p>A.</p>	
	<p>B.</p>	
<p>USUAL ADDRESS OF MEMBERS OF PARTNERSHIP NAMED ABOVE</p>	<p>A.</p>	
	<p>B.</p>	
<p>WHICH OF THESE MEMBERS OF THE PARTNERSHIP ARE ARCHITECTS?</p>	<p>A. YES</p>	<p>NO</p>
	<p>B. YES</p>	<p>NO</p>
<p>ARE THEY REGISTERED TO PRACTISE IN THE NORTHERN TERRITORY?</p>	<p>C. YES</p>	<p>NO</p>
<p>FULL NAME, REGISTRATION AND CONTACT DETAILS OF THE MEMBER OF THE PARTNERSHIP WHO IS: (1) AN ARCHITECT; AND (2) RESPONSIBLE FOR MANAGING THE ARCHITECTURAL PRACTICE OF THE PARTNERSHIP IN THE TERRITORY AND SUPERVISING THE PROVISION OF ARCHITECTURAL SERVICES PROVIDED BY THE PARTNERSHIP IN THE TERRITORY</p>	<p>Name:</p> <p>NT Registration Number:</p> <p>Contact Details:</p>	<p>_____</p> <p>AR _____</p> <p>Tel: _____</p> <p>Fax: _____</p> <p>Email Address: _____</p> <p>_____</p>

Is one of the partners a company?	YES	NO
If yes, is it a registered architectural company?	YES	NO

*Circle appropriate response

DECLARATION:

I hereby declare that the details given on this application are, true, correct and complete in all respects and that I have read the *Architects Act*.

I also realise that on 30 June each year the partnership must lodge an annual return.

SIGNED.....DATE...../...../.....

PRIVACY NOTICE

The Northern Territory Architects Board, under the *Architects Act*, collects the information on this form, or otherwise provided by you, to process your application for registration. Failure to provide the information in full or in part may result in your application for registration being refused.

Some of the personal information provided by you will be made publicly available, including through the Northern Territory Government Gazette and Internet, as part of a Public Register. Any personal information provided can be subsequently accessed by you on request.

If you have any queries please contact the Architects Board on telephone (08) 8936 4079.

Office Use Only

APPLICATION	APPROVED / POSTPONED / REFUSED
CHAIRMAN _____	DATE _____
REGISTRATION NUMBER ALLOCATED _____	