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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use this application to apply for registration as architect company or partnership in accordance with 12A of the [*Architects Act 1963*](https://legislation.nt.gov.au/en/Legislation/ARCHITECTS-ACT-1963).  For further information on your requirements please see the [NT Architects Board](https://architects.nt.gov.au/) website. | | | | | | | | | | | | | | | | | | | | | | | |
| **Applicant details** | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | |  | | | | | | | | | | | | Date of birth | | | |  | | | | | |
| Given name/s | |  | | | | | | | | | | | | | | | | | | | | | |
| 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 | | |  | | | | | | | | | | | | | | | | | | | | |
| **Employer details** (if applicable) | | | | | | | | | | | | | | | | | | | | | | | |
| Employer name | | |  | | | | | | | | | | | | | | | | | | | | |
| Employer registration | | | | | | AR | |  | | | | | | | | | | | | | | | |
| Business address | | |  | | | | | | | | | | | | | | | | | | | | |
| Suburb | | |  | | | | | | | | State |  | | | | | Postcode | | | | | |  |
| Phone number | | |  | | | | | | | Mobile number | | | | |  | | | | | | | | |
| Email address | | |  | | | | | | | | | | | | | | | | | | | | |
| **Disclosures** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Have you, in the last 10 years been convicted of an indictable offence (other than a minor traffic offence) or are any court proceedings pending? | | | | | | | | | | | | | | | | | | | | | Yes / No | | |
| If yes, provide details below. | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Are you an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment of your remuneration for their benefit? | | | | | | | | | | | | | | | | | | | | | Yes / No | | |
| If yes, provide details below. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Have you ever been disqualified from holding a registration or certificate, or had a registration or certificate cancelled, suspended, or refused (including interstate licences, certificates, or registrations)? | | | | | | | | | | | | | | | | | | | | | Yes / No | | |
| If yes, provide details below. | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. 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. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Have you in the last 5 years been a Director, Secretary or a person in a position to control or substantially influence a company’s conduct or affairs (such as a shareholder with a significant shareholding, a financier or a senior employee) 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? | | | | | | | | | | | | | | | | | | | | | Yes / No | | |
| If yes, provide details below. | | | | | | | | | | | | | | | | | | | | | | | |
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| **Consent for document verification** | | | | | | | | | | | | | | | | | | | | | | | |
| We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - <https://www.idmatch.gov.au>. | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that I am authorised to provide the personal details presented and I consent to the document details I’ve provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service. | | | | | | | | | | | | | | | | | | | | Yes / No | | | |
| **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 have read and understood the information contained in this application and associated guidelines and accept that failure to supply information required on this form may delay processing of this application. * I give the Northern Territory Architects Board consent to make any inquiries and to receive and disclose information which is relevant to my ongoing eligibility to be registered as an architect. * I acknowledge that information (name, business address and telephone number) will be placed on a public register. * I understand and acknowledge my legal obligations under the *NT Architects Act 1963* if registration 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 requirements** | | | | | | | | | | | | | | | | | | | | | | | |
| Prescribed application fee – See the [forms page](https://architects.nt.gov.au/forms) for current fee. | | | | | | | | | | | | | | | | | | | | | |  | |
| Completed and signed declaration. | | | | | | | | | | | | | | | | | | | | | |  | |
| Copy of qualifications attached. | | | | | | | | | | | | | | | | | | | | | |  | |
| Evidence of successful completion of Architectural Practice Examination attached. | | | | | | | | | | | | | | | | | | | | | |  | |
| Criminal history name check results attached. | | | | | | | | | | | | | | | | | | | | | |  | |
| Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo for each person attached. For example: Driver’s 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 respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Information Act 2002* (NT).  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 the Territory Business Centre and Occupational and Industry Licensing 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 *Information Act 2002* (NT), 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 | | | | | | | | | | | | | | | | | | | |
| Tennant Creek | | | | Barkly Business Hub, 63 Haddock Street | | | | | | | | | | | | | | | | | | | |
| Alice Springs | | | | Ground Floor, The Green Well Building, 50 Bath Street | | | | | | | | | | | | | | | | | | | |
| 1800 193 111 | | | | | | | [territorybusinesscentre@nt.gov.au](mailto: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. | | | | | | | | | | | | | | | | | | | | | | | |