

# Application for registration as an Architect - Individual

Use this application to apply for registration as an individual architect in accordance with 12 of the [Architects Act 1963](#).

Please note, under section 17 of the *Architects Act 1963*, the Architects who provide architectural services must ensure they are covered by the professional Indemnity Insurance. The penalty for not maintaining the insurance is cancellation of registration of an Architect, under section 20 of the Act.

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

Registration Term (select one)					
1 year	Yes / No	3 years	Yes / No	5 years	Yes / No
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.					
2. 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.			
3. 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.			
4. In respect of any work you have done anywhere in Australia, 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. 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.			
<b>Unattested declaration</b>			
I, (applicant full name)			
Of (residential 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 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; and</li> <li>• I give the Northern Territory Architects Board and Occupational and Industry Licensing consent to make any inquiries and to receive and disclose information which is relevant to my ongoing eligibility to be registered as an Architect; 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 my legal obligations under the <i>NT Architects Act 1963</i> if registration 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.			

**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

**Checklist requirements**

Application form completed and unattested declaration signed.

Prescribed fee – See the [registration page](#) for current fee.

Copy of qualifications – must include covering certificate and transcript of units completed.

Evidence of successful completion of Architectural Practice Examination attached.

Professional Indemnity Insurance for the minimum amount of \$1,000,000.

- A copy of certificate of currency for Professional Indemnity Insurance attached; or
- Proof of Professional Indemnity Insurance exemption issued by the NT Architects Board.

**Note 1:** The insurance certificate of currency must be submitted with your application. The policy must note you as an insured party or if you are using your employer's insurance it must be accompanied by a letter from the employer on company letterhead (and signed by a company director) confirming that you are covered by their insurance policy.

**Note 2:** If you are using your employer's insurance, your employer must also be registered as an Architectural Company or Architectural Partnership in the Northern Territory with the Northern Territory Architects Board.

Australian Criminal History Name Check Certificate for the purpose of an architect registration issued within the last 3 months of the date of this application.

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.