

Application for renewal of Architect Registration - Company or Partnership

Use this application to renew your registration as an architectural company or architectural partnership in accordance with 15 of the [Architects Act 1963](#).

Please note, under section 15B of the *Architects Act 1963*, an architectural partnership or an architectural company must ensure that each partner (partnership application) or each officer (company application) and employee of the licensee who provides architectural services is covered by Professional Indemnity Insurance. Under section 20A and 20B of the Act, the penalty for not maintaining the insurance is cancellation of registration of a company or partnership.

For further information 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					
Registration number	AR				
Company or Partnership 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					
List of director(s) / partners					
Full name	Position	Address			
Nominated architect acceptance					
All nominees for the applicant must be listed below. If the following nominees change or cease during the registration period, the entity is required to notify the NT Architects Board as soon as possible. If more than three nominees photocopy and attach to the application.					

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Nominee 1			
Full name		Registration number:	AR
I hereby accept nomination as the registered architect for the business entity described in this application. I understand the responsibilities imposed upon me by the <i>Architects Act 1963</i> during the period that I am the registered architect for this business.			
Signature			
Nominee 2			
Full name		Registration number:	AR
I hereby accept nomination as the registered architect for the business entity described in this application. I understand the responsibilities imposed upon me by the <i>Architects Act 1963</i> during the period that I am the registered architect for this business.			
Signature			
Nominee 3			
Full name		Registration number:	AR
I hereby accept nomination as the registered architect for the business entity described in this application. I understand the responsibilities imposed upon me by the <i>Architects Act 1963</i> during the period that I am the registered architect for this business.			
Signature			
Disclosures			
If you answer YES to any questions below, please provide copies of all relevant documentation in support.			
Since the date of the last application, has the Licensee, a director or any other person concerned in the management:			
1. 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. 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. been declared bankrupt or assigned their estate for the benefit of creditors?			Yes / No
If yes, provide details below.			

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4. 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.			
5. 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.			
Applicants 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	
Unattested Declaration			
This declaration must be made by 2 directors/partners or a director and secretary of the entity.			
I, (full name of director/partner 1)			
I, (full name of director/partner 2)			
being director / director and secretary / sole director (circle applicable)			
of the Applicant (company / partnership name)			
Do solemnly and sincerely declare that:			
<ul style="list-style-type: none"> • I am authorised to act on behalf of the applicant; and • 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 • 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 and Occupational and Industry Licensing 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 <i>NT Architects Act 1963</i> 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)	
Signature 1		Signature 2	
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.			

Supporting Documents Checklist

Application form completed and declaration signed.	<input type="checkbox"/>
Prescribed fee – See the registration page for fees.	<input type="checkbox"/>
ASIC Current Company Extract issued within the last 30 days.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Australian Criminal History Name Check Certificate for each NEW director and each NEW person concerned in the management and control of the business, for the purpose of an architect registration issued within the last 3 months of the date of this application.	<input type="checkbox"/>
Current licence or permit issued by the Commonwealth, State or Territory government for <u>each</u> director and <u>each</u> person concerned in the management and control of the business. For example: Driver's licence, passport, evidence of age card, firearms licence, working with children's card etc.	<input type="checkbox"/>

Disclaimer

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

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.