



Application for registration as an Architect in the ACT

Architects Act 2004, S92

This approved form is to be used for individuals applying under the *Architects Act 2004* for registration to provide architectural services in the ACT. This application will not be considered unless it is complete and all supporting documentation provided.

All supporting documentation must:

- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

For detailed information on eligibility criteria please refer to [Architects Registration](#) on the www.planning.act.gov.au website.

Privacy Notice

The personal information on this form is provided to the ACT Environment and Planning Directorate (EPD) to enable the processing of your application. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislation administered by EPD. The [Information Privacy Policy Annex](#) contains information in regard to what information EPD collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found on the [EPD website, under the "About Us" menu](#).

Section A — Personal Details

Title _____ Surname _____

Given Names _____ Date of Birth ____/____/____

Business Address _____

Suburb _____ State _____ Postcode _____

Residential Address _____

Suburb _____ State _____ Postcode _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone Number (Business Hours) _____ Fax _____

Mobile Number* _____ Email* _____

**Please note that it is a requirement to provide a valid mobile telephone number and email address as these will be the primary methods of communication used.*

Approved form AF2015-02 approved by Catherine Townsend Chair Architects Board on 28 October 2014 under section 92 of the Architects Act 2004 and revokes AF2011-113.

I understand that should my registration be issued I must notify the Architects Board of any changes to my details within two weeks of the change.

I understand

Section B — Architect

An Architect is a person registered under the *Architects Act 2004* to provide architectural services. Architectural services means services provided in connection with the design, planning or construction of buildings that is ordinarily provided by architects.

Section C — Evidence of qualifications/eligibility – Architect

Complete this section if you are applying for Registration in the ACT.

Relevant Expertise

Qualification Type: Qualification declared by the Registrar; or
Successfully completed a course of study accredited by the Architects Board; or
Qualification gained outside Australia that the Architects Board is satisfied is adequate to allow the individual to practise architecture in the ACT.

and

Satisfactory completion of an examination arranged or approved by the board to assess competence to practise architecture (i.e. Architectural Practice Examination).

Yes — please attach certified copies of the qualification and Architectural Practice Examination Certificate.

No — please note that you may not be eligible for registration.

If your qualification is not from Australia, please attach an official statement of academic equivalence from the Architects Accreditation Council of Australia.

Relevant Experience

Experience Requirement: At least 2 years practical experience in the practise of architecture, of which –
(i) at least one year is postgraduate experience; and
(ii) at least one year is in Australia; and
the Architects Board is satisfied that the period and kind of practise are adequate to allow the individual to competently practise architecture in the ACT.

Yes — please attach documented experience log-book.

No — please note that you may not be eligible for registration.

References

Professional Reference: a professional reference attesting to your suitability to be registered.

Yes — please attach a copy of the reference.

No — please note that you may not be eligible for registration.

Personal Reference: a personal reference attesting to your suitability to be registered.

- Yes — please attach a copy of the reference.
- No — please note that you may not be eligible for registration.

Photo identification

Photograph: one passport size photograph

- Yes — please provide a passport size photograph.
- No — please note that you may not be eligible for registration.

Section D — Registration History Declarations

1. Do you currently hold, or have you previously held registration elsewhere in Australia or overseas?

- Yes — provide details below of most recent registration/s (attach an additional page if required) No
- State/Territory/Country _____ Expiry date: ____/____/____

2. Is your registration as an Architect, in Australia or overseas, currently suspended or cancelled?

- Yes — you must attach details No

3. Have you previously had an Architect registration cancelled, refused or suspended in Australia or overseas?

- Yes — you must provide comprehensive details in an attachment to this application No

4. Has your registration ever been subject to conditions, undertakings, limitations or restrictions in Australia or overseas?

- Yes — you must provide comprehensive details in an attachment to this application No

5. Are you disqualified under the *Architects Act 2004*, or a corresponding prior Act, from applying for registration, or being registered, as an architect?

- Yes — you must provide comprehensive details in an attachment to this application No

6. Have you ever been, or are you currently, the subject of complaints or occupational discipline whilst registered under the *Architects Act 2004*, a corresponding prior Act, or the law of another jurisdiction in Australia or overseas, where those proceedings were not finalised?

- Yes — you must provide comprehensive details in an attachment to this application No

7. Have you been convicted or found guilty of a criminal offence* that involves fraud, dishonesty or violence and is punishable by imprisonment of 1 year or more?

- Yes — you must provide comprehensive details in an attachment to this application and a recent criminal history check (issued in the last three months) No

**Please note: Spent convictions under the Spent Convictions Act 2000 do not need to be included in this declaration*

8. I understand that should my registration be issued I must notify the Architects Registrar if I am convicted of such an offence in the future.

- I have read and understand the above statement.

9. I understand that it is a requirement under law that should my registration be issued I must give evidence to clients of the professional indemnity insurance I hold as a registered architect in relation to any relevant architectural services I intend to undertake prior to providing the services.

I have read and understand the above statement.

10. I understand that it is a requirement under law that should my registration be issued I must only advertise architectural services with my full name (as it appears on the registration card) and my individual registration number.*

I have read and understand the above statement.

**Please note: It is an offence to advertise architectural services as an individual without including the above.*

Section E — Consent and Application Declarations

I,

_____ ,
Insert name, address and occupation of person making the declaration

make the following declaration:

1. I declare:

- a) that I make this application to the ACT Architects Board for registration and that all statements, and the information/documents provided in support of the application, is/are accurate, true and correct.

2. I authorise and consent:

- a) to the Architects Board, Architects Registrar and EPD to make enquiries of, and exchange information with, the relevant regulatory authorities of any Australian State or Territory, or other country, regarding my registration and practice as an Architect or otherwise regarding matters relevant to this application.
- b) to receive information from the Architects Board or Registrar relevant to my registration electronically.

3. I acknowledge:

- a) that the Architects Board, Architects Registrar and EPD may validate documents provided in support of this application or wish to confirm my identity.
- b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted or additional fees being applied as per the statutory instrument authorising fees to be taken under the *Architects Act 2004*.
- c) that the Architects Board has the legal right to refuse my application if not satisfied that I am eligible to hold registration or impose a condition on my registration if it is deemed necessary or desirable to protect the public.

4. Should I be issued with an architects registration I undertake:

- a) to comply with the *Architects Act 2004* and the codes, standards and guidelines relevant to my registration when providing, or offering to provide, a relevant architectural service.

5. I believe that the statements (1 - 4) in this declaration are true and correct.

Signature of Applicant _____ Date ____ / ____ / ____

Section F — Payment Details

View the [fees and charges booklet](#) for licence applications for more information.

Upon lodgement of your application you will be required to pay an application assessment fee. This fee is **non-refundable**. You will be provided with a notice of decision in relation to your application. If your application is approved a licence term fee will be payable prior to the issue of your licence. Please note that additional fees may apply if you submit an incomplete application without required supporting documents.

Section G — Lodgement and Contact Information

Environment and Planning Directorate website www.planning.act.gov.au

Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Email: epdcustomerservices@act.gov.au