

Architectural Practice Board of South Australia

Application for Registration in South Australia as an Architect (individual)

Form 01 Information Sheet

USE OF THIS FORM

This form is to be used by people who wish to apply for registration as an architect in South Australia and have passed the Architectural Practice Examination, but have never been registered in Australia or New Zealand.

If you are currently registered in another Australian State or Territory, or in New Zealand, and now want to be registered in South Australia please use Form B – Application for Registration in South Australia under Mutual Recognition.

PROOF OF IDENTITY

Applicants will need to provide proof of personal identity by way of presentation of verifiable documentation. The Board uses a 100 point system, similar to that used by banks and other financial institutions.

Provided below is a list of those documents that may be presented to the Board, along with their matched value.

Documents with a minimum value of 100 points must be submitted:

- You cannot submit more than **ONE** document from Category A, however you **must submit ONE** Category A document
- All documents must be originals or certified copies. (DO NOT SEND ORIGINALS THROUGH POST)
- At least one document must include a recent photograph.

ALL documents must be current and valid at the date of submission.

Acceptable Documents:

Category A (70 points)

- Passport and visa or
- Birth Certificate/Birth Card (original or extract) or

- Citizenship Certificate

Category B (40 points)

- Licence or permit issued under a law of the Commonwealth or State or Territory
- Identification Card issued to a public employee
- Identification Card issued by Commonwealth, State or Territory as evidence of a person's entitlement to a financial benefit
- Current ID Card issued from Australian tertiary education institution

Category C (25 points)

- International Drivers Licence
- Medicare Card/Public Utilities Accounts/Rates Notice
- Financial Institution Credit Card/Cash card or Passbook (**a maximum of two credit or cash cards may be used**)

PROFESSIONAL INDEMNITY INSURANCE

Professional indemnity insurance is required for registration, either as an individual or through your employer's policy. You must provide to the Board a copy of the certificate of currency for the insurance policy or a letter from your employer naming you as an insured employee (if applicable). If you wish to apply for an exemption in respect of this requirement you need to submit reasons in writing in the form of a statutory declaration and supporting documentation sufficient to satisfy the Board that an exemption is appropriate and that you will not be providing architectural services during the forthcoming period of registration.

NATIONAL POLICE CERTIFICATE (NPC)

You must satisfy the Board that you are a fit and proper person to practise as an architect. A Police check is one of the items required to satisfy this fit and proper person requirement for registration. A valid NPC no older than 3 months must accompany your application for registration. **The applicant is responsible for the cost of obtaining the NPC.**

FEES:

Application Fee - \$140.00 (GST free)
Registration Fee (12 months) \$325.00 (GST free)
Total fees payable - \$465.00 (GST free)

Fees are non-refundable.

Fees are exempted from GST

LODGEMENT AND PAYMENT METHODS

Lodgement of application and payment of registration fees can be made by:

- Posting registration form and attachments to the Board at the address shown below with a cheque/money order or payment by electronic funds transfer. **DO NOT SEND CASH THROUGH THE MAIL.**
- Alternatively, lodgement and payment may be made personally at the Board's office at the address shown below using one of the above payment methods or cash.
- Cheques or money orders should be made payable to the Architectural Practice Board of South Australia.
- Electronic funds transfer can be made to the Architectural Practice Board of SA's BankSA bank account; BSB 105-900 A/c 950111640 (please attach a copy of your transaction receipt to your registration form).

PRIVACY LAWS AND USE OF THIS INFORMATION

The Architectural Practice Board of South Australia is authorised under the Architectural Practice Act 2009 to ask for the information on this form. We need this information to administer the Act.

We will only provide information to other authorised recipients in the following situations:-

- as required or authorised by or under this Act or any other Act or law; or
- with the consent of the person to whom the information relates; or
- in connection with the administration of this Act or the repealed Act; or
- to an authority responsible under the law of a place outside this State for the registration or licensing of architects, where the information is required for the proper administration of that law; or
- to an agency or instrumentality of this State, the Commonwealth or another State or a Territory of the Commonwealth for the purposes of the proper performance of its functions.

DOCUMENTS TO BE ATTACHED

- Category A, B and/or C documents;
- Certified copy of academic qualifications;
- Certified copy of Architectural Practice Examination certificate;
- Copy of professional indemnity insurance certificate of currency or letter from employer (if applicable). (See Form 12)
- Application for exemption from professional indemnity insurance requirement (See Form 13)
- Current National Police Clearance certificate no more than 3 months old.

FURTHER INFORMATION

Please contact the Board if you require further information.

OFFICE USE ONLY

Date Received	Date Approved	Fees Paid	Receipt No.	Registration No.
/ /	/ /	\$		