

# Application for Registration in South Australia as an Architect (Individual)

## Personal Details

Family Name

Given Names

Title

Date of Birth

Female

Male

Gender

Street Address

Postcode

Postal Address (if different from above)

Postcode

Please nominate your contact address for correspondence  
and publication in the Register

Street

Postal

Name of Business or Employer

Business Phone

Facsimile

Mobile

Home Phone

Email Address

## Academic Architectural Qualifications

Academic Qualification (in full)

Institution

Date Conferred

Date of AACA Review of Academic Equivalence or National  
Programme of Assessment (if applicable)

## Architectural Practice Examination

Place of Completion

Date of Completion

### Professional Indemnity Insurance

Professional Indemnity Insurance is required for registration,  
either as an individual or through your employer's policy.  
One or more of the following is required:

- A copy of the certificate of currency from your insurer
- AND/OR**
- **Form 12** – Professional Indemnity Insurance Employer's Declaration and a copy of its Certificate of Currency
- OR**
- **Form 13** – Application for an exemption from the requirements of professional indemnity insurance.

### Fitness to Practise

1. Have you been convicted of an offence in this State or elsewhere?  
 Yes  No
2. Have you previously been registered as an architect?  
 Yes  No

If you answered yes to question 2:

- (a) Has your registration ever been suspended or cancelled by a registration or professional body?  
 Yes  No
  - (b) Have you ever been dealt with for misconduct by a Registration Board or professional body?  
 Yes  No
3. Has any application by you for registration as an architect been refused by any registration board or professional body?  
 Yes  No
  4. Do you have any prosecutions or unresolved complaints pending against you?  
 Yes  No
  5. Are there any other matters which may be relevant to your suitability for registration as an architect about which the Board should be informed?  
 Yes  No
  6. Have you notified the Board of any legal claim alleging negligence?  
 Yes  No

**If you have answered 'yes' to any of the above, please submit details in an attachment to this application.**

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## Declaration by Applicant

I consent to the Architectural Practice Board of South Australia making enquiries of, and exchanging information with the authorities of any Australian State or Territories, or other countries, regarding my practice as an architect or otherwise regarding matters relevant to this application.

I do solemnly and sincerely declare that the statements made in this application are true and correct in every particular to the best of my knowledge and belief; that I am the person named in the attached documents and that I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Declared at

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Before me (Signature)(Refer next column)

\_\_\_\_\_  
(Print name)

## Indicate whichever is applicable

- A Justice of the Peace
- A Notary Public
- A Commissioner for Taking Affidavits
- A Proclaimed Member of the Police Force (must include name of town or place where situated)

NOTE: All witnesses must provide their registration or identity number and if applicable, their seal or stamp when witnessing the Declaration and any certified accompanying documentation.

## Checklist of Documents to be Enclosed:

- Certified copies of identification documents (1 Category A document plus 1 Category B or 2 Category C documents) (Refer Form 01 – Information Sheet)
- Certified copy or original of National Police Clearance (no more than 3 months old)
- Professional Indemnity Insurance
  - Certificate of Currency; **and/or**
  - Form 12** – Employer's Declaration **and** Certificate of Currency; **or**
  - Form 13** – Application for Exemption
- Application Fee
- Registration Fee

## 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 the 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 Territory of the Commonwealth for the purposes of the proper performance of its functions.

Please complete and email to the Architectural Practice Board of South Australia at [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au).

Please check you have completed all applicable items and include the fee payable. Incomplete applications will not be considered as lodged by the Board.

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## 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 02 – 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 national Police check is one of the items required to satisfy this fit and proper person requirement for registration. A valid NPC (original or certified copy) no older than 3 months must accompany your application for registration. **The applicant is responsible for the cost of obtaining the NPC.**

## Fees

An initial application fee together with a registration fee are payable. Please refer to Fee Schedule for the applicable rates.

**Fees are non-refundable.**

**Fees are exempt from GST.**

## Lodgement and Payment of Fees

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

- Emailing the registration form and attachments to the Board by email to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au) with a copy of the transaction record.
- Please note that if you wish to lodge your documents in person that an appointment must be made beforehand with either the Registrar or Executive Assistant.

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- 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).

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- 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:

Certified copy of category A, B and/or C documents;

- Certified copy of academic qualifications;
- Certified copy of AACA Architectural Practice Examination certificate or letter advising successful completion of Part 3 from APBSA;
- Current National Police Clearance certificate no more than 3 months old (original or certified copy).

## Either:

- Copy of professional indemnity insurance certificate of currency (if applicable).

## OR

- Form 12 – Employer's Declaration **and** a copy of the professional indemnity insurance certificate of currency

## OR

- Application for exemption from professional indemnity insurance requirement (Form 13).
- Application Fee
- Registration Fee

## Further Information

Please contact the Board if you require further information.