

# Application for Reinstatement to the Register of Architects in South Australia

## Personal Details

Family Name

Given Names

Title

Date of Birth

Gender

Street Address

Postcode

Postal Address (if different from above)

Postcode

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

Postal

Street

Business Phone

Facsimile

Mobile

Home Phone

Email Address

## Former SA Registration Number

Registration Number

Date of Removal from Register

## 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** – Employers Declaration **and** copy of Certificate of Currency

## OR

- **Form 13** – Application for Exemption from the requirements for professional indemnity insurance.

## Fitness to Practise

1. Have you been convicted of an offence or the subject of disciplinary action in this state or elsewhere since the last renewal of your registration, or if you have been registered for less than one year since the date of your first registration?

Yes  No

2. Has your registration ever been suspended or cancelled by a registration or professional body?

Yes  No

3. Have you ever been dealt with for misconduct by a Registration Board or professional body?

Yes  No

4. Has any application by you for registration as an architect been refused by any registration board or professional body?

Yes  No

5. Do you have any prosecutions or unresolved complaints pending against you?

Yes  No

6. 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

7. 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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## 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 reinstatement. **The applicant is responsible for the cost of obtaining the NPC.**

I have attached a certified copy of a current National Police Certificate.

## 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 States 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
- 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.

Please note:

Failure to lodge the reinstatement form, required documents and fee by the due date may result in the removal from the Register without further notice.

This form must be completed and returned to The Architectural Practice Board of South Australia by email to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au) accompanied by the **non-refundable Renewal Fee and Reinstatement Fee**. (Payment can be made by cheque or money order or by electronic funds transfer to the Architectural Practice Board of SA's bank account at BankSA; Adelaide Branch, BSB 105-900; Account No 950111640). Please include a copy of the transaction record with your application.

Lodgement and payment can be made by email to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au), by post or personally at the Board's office **BY APPOINTMENT ONLY**.

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

## 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
- Reinstatement Fee
- Renewal Fee