

# Application for Reinstatement or Transfer to Practising Division

Form.03

Architects Board of Western Australia

4 December 2025

## Use of this Form

This form is to be used by people wishing to be re-instated to the Practising Division of the Register or to transfer from the Non-Practising Division to the Practising Division.

## Professional Indemnity Insurance

Professional indemnity insurance (PII) is required for practising architects, either as an individual or through an employer's policy. So, if you are applying to be re-instated or transferred to the Practising Division of the Register, you will need to hold current PII.

If you are obtaining your own PII, you must provide the Board with a copy of the certificate of currency for your insurance policy. If you will be insured through your employer's PII policy you must provide the Board with both a letter from your employer naming you as an insured employee and a copy of the certificate of currency for your employer's policy.

Note that whether you are insured as an individual or through your employer's policy, the certificate of currency must show the period of cover and amount insured, with the minimum amount required being \$1,000,000.

## Pathways for Reinstatement

The Board has to be satisfied that a person has maintained a satisfactory level of knowledge, skill and competence in order to re-instate or transfer their registration to the Practising Division.

Please refer to **Information Sheet 06 – Pathways for Re-instatement to the Practising Division of the Register** (at the back of this Form) which outlines the process applied by the Board and the various requirements for re-instatement, depending on each applicant's individual circumstances.

## Certificate of Registration

The Board recommends that practicing architects clearly display their registration certificates and registration number on all correspondence and advertising.

## Annual Renewal of Registration

The registration period runs from 1 July to 30 June each year.

### Fees

#### Re-instatement:

- |   |   |
|---|---|
| • Restoration of Name to the Register Fee | \$34 (GST free) – if you resigned from the register; or<br>\$74 (GST free) – if you were removed for non-payment. |
| • Renewal of Registration Fee             | \$315 (GST free)  |
| • Fees in arrear                          | as applicable*  |

#### Transfer:

- |   |   |
|---|---|
| • Non-Practising to Practising Division | \$175 (GST free) within a renewal period. |
|---|---|

\*Please contact the Board's offices to determine the fees payable for your situation.

## Payment Method

Payment of fees can be made by:

- cheque made payable to Architects Board of WA;
- Visa or MasterCard; or
- eftpos at the Board's office.

## Privacy Laws and Use of this Information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the register may be provided to other registration authorities and to the public.

## Further Information

Please contact the Board if you require further information:

T. (08) 9287 9920  
E. [info@architectsboard.org.au](mailto:info@architectsboard.org.au)  
[architectsboard.org.au](http://architectsboard.org.au)



Architects Board  
of Western Australia

33 Broadway  
Nedlands WA 6009

T. (08) 9287 9920  
E. [info@architectsboard.org.au](mailto:info@architectsboard.org.au)  
[architectsboard.org.au](http://architectsboard.org.au)

## Personal Details

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name (Known as) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender:    ☐ Female    ☐ Male

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of Business or Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

## Registration Details

Registration Number \_\_\_\_\_

- ☐ I have not been registered in Western Australia for a period of time; or
- ☐ I am currently a Non-Practising architect and wish to transfer to the Practising Division of the Register.

Date Removed from the Register (if applicable) \_\_\_\_\_

Date Transferred to the Non-Practising Division (if applicable) \_\_\_\_\_

Length of Time absent from the Practising Division \_\_\_\_\_

## Fitness to Practise

1. Have you been convicted of an offence in this State, or elsewhere, which has not been dealt with by a spent conviction order?  
☐ Yes   ☐ No
2. Do you have any prosecutions pending against you?  
☐ Yes   ☐ No
3. Having previously been registered as an architect:
  - has your registration ever been suspended or cancelled?  
☐ Yes   ☐ No
  - have you ever been dealt with for misconduct?  
☐ Yes   ☐ No
  - are there any unresolved complaints pending against you?  
☐ Yes   ☐ No
4. Has any application by you for registration as an architect been refused by any registration board?  
☐ Yes   ☐ No
5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for the contravention of any statute in Western Australia or any other jurisdictions?  
☐ Yes   ☐ No
6. Are there any other matters which may be relevant to your suitability for registration or capacity to competently practise as an architect about which the Board should be informed?  
☐ Yes   ☐ No

If you have answered "Yes" to any of the above, please provide details in a sealed envelope and submit with this application.

## Professional Indemnity Insurance

Professional indemnity insurance is required for practising architects. You must provide a copy of the certificate of currency showing the amount (minimum \$1,000,000) and period of cover.

- ☐ I have attached a copy of the certificate of currency from my insurer; or
- ☐ I have attached a letter from my employer naming me as an insured employee and a copy of their certificate of currency.

## Website

Your contact details can be made available via the Search the Register function on the Board's website.

- ☐ I would like my address, work phone number and email address to be made available on the Board's website.

## Declaration by Applicant

I,

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

declare that this application is true and correct and I know that it is an offence to make a declaration knowing that it is false or misleading in a material particular.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Submission of Application

This application form and supporting documents can be provided to the Board in hard copy or by email.

## Payment

Fees can be paid using one of the following methods:

### Cheque

Send cheque made payable to the Architects Board of WA.

### Credit Card

☐ Visa ☐ Mastercard

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Amount Payable

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's Daytime Phone Number

### In Person

Credit card and eftpos payments can be made at the Board's office between 9am and 4pm, Monday to Friday.

# Pathways for Reinstatement to the Practising Division of the Register

Info Sheet.06

Architects Board of Western Australia

4 December 2025

Note that the below process will be applied whether the applicant for reinstatement is currently registered in the Non-Practising Division or is not currently registered by the Architects Board of WA (Board).

Period of time since registered in the Practising Division	Requirements for Reinstatement
<u>Less than 3 years</u>	Provided the Application Date is less than 3 years after the Removal Date, reinstatement to the Practising Division of the Register is automatic.
<u>From 3 years to less than 5 years</u>	<p>Provided that the Application Date is less than 5 years after the Removal Date, reinstatement to the Practising Division of the Register can occur via one of the 2 pathways outlined below. Applicants can choose which of the 2 pathways they prefer.</p> <p><u>Pathway 1</u> Reinstatement requires successful completion of a Reinstatement Interview at the first opportunity after the Application Date (see definition of "Reinstatement Interview" for limitations on when they occur).</p> <p><u>Pathway 2</u> Reinstatement requires demonstrated compliance with the Board's CPD Framework in the 12 calendar months immediately prior to the Application Date.</p> <p>Demonstrated compliance requires submission of detailed CPD information evidencing completion of the type, and number, of CPD activities that would satisfy a CPD audit and confirmation of such compliance by the Board's CPD Committee. The CPD Committee is entitled to reject an application on the basis of non-compliance where the members of the Committee consider, acting reasonably, that it has not been provided with satisfactory evidence to assess compliance.</p> <p>It is strongly suggested that an applicant who wishes to be reinstated to the Practising Division of the Register contact the Board to discuss the requirements before submitting their application.</p>
<u>5 years or more</u>	<p>Reinstatement to the Practising Division of the Register requires successful completion of a Reinstatement Interview at the first opportunity after the Application Date (see definition of "Reinstatement Interview" for limitations on when they occur).</p> <p>It is strongly suggested that an applicant who wishes to be reinstated to the Practising Division of the Register contact the Board to discuss the requirements before submitting their application.</p>



Architects Board  
of Western Australia

33 Broadway  
Nedlands WA 6009

T. (08) 9287 9920  
E. [info@architectsboard.org.au](mailto:info@architectsboard.org.au)  
[architectsboard.org.au](http://architectsboard.org.au)

For the purposes of the above table, the following terms are defined:

<b>“Application Date”</b>	means the date the complete application for reinstatement to the Practising Division of the Register is received by the Registrar of the Board, inclusive of all information required to be provided in support of the application including, but not limited to, evidence of professional indemnity insurance, CPD details (where applicable) and payment.
<b>“CPD Framework”</b>	means the continuing professional development (CPD) regime outlined in the Board’s “Information Sheet 02 – CPD Framework”.
<b>“Non-Practising Division”</b>	means the division of the Register identified in Regulation 16(b) of the <i>Architects Regulations 2005</i> as “division 2 for registered persons who are not currently practising architecture”.
<b>“Practising Division”</b>	means the division of the Register identified in Regulation 16(a) of the <i>Architects Regulations 2005</i> as “division 1 for registered persons who are currently practising architecture”.
<b>“Register”</b>	means the register referred to in section 43 of the <i>Architects Act 2004</i> (Act).
<b>“Reinstatement Interview”</b>	means an interview conducted by two experienced architects (to be determined by the Board). (Note that Reinstatement Interview will be held twice a year on pre-determined dates that align with the Architectural Practice Examination part 3 exams held for initial registration as an architect – usually in May and October. There are no Reinstatement Interviews offered outside of these pre-determined dates).
<b>“Removal Date”</b>	means the date the Applicant was removed from the Practising Division of the Register, as recorded on the Register.

### **Notes**

The applicant is responsible for all costs associated with the application for reinstatement. If an applicant has been removed from the Register for non-payment of fees, pursuant to section 37(2) of the Act, the applicant will be liable to pay the Board all fees that are in arrear, including all registration fees that would have been payable had the applicant continued to be registered by the Board during their absence (unless the Board grants a waiver pursuant to section 37(5) of the Act). Accordingly, the Board advises all registrants who wish to take a period of absence from the Register to contact the Board to request that their name be removed from the Register, rather than simply not paying their registration fees and letting their registration lapse.

The above is a guideline only. There may be circumstances where the Board considers that the above guideline is not applicable, in which case the Board may use its discretion in determining the appropriate requirements for the specific circumstances. For example, where an applicant has been off the Practising Division of the Register for between 3-5 years, and comes back on to the Practising Division of the Register for a year before entering another extended period of non-practising status, it may be the case that Pathway 2 (referred to above) is not available as an option. In such a case, the architect will be required to participate in a Reinstatement Interview.

