

# Application to Restore or Transfer to Non-Practising Division

Form.04

Architects Board of Western Australia

4 December 2025

## Introduction

Regulation 16 of the *Architects Regulations 2005* (Regulations) provides that the divisions of the register in relation to registered persons are:

- (a) **Division 1** for registered persons who are **currently practising** architecture (Regulation 16(a); and
- (b) **Division 2** for registered persons who are **not currently practising** architecture (Regulation 16(b)).

Transfers may be made from one division to the other.

## Use of this Form

This form (Form 04) is to be used by persons wishing either to restore their registration (re-register), or to transfer from the practising division (Division 1) to the non-practising division (Division 2).

Applicants to Division 2 should note that non-practising architects cannot:

- Act as responsible architects for licensed corporations or provide their services as sub-contractors to licensed corporations or other architects; or
- Represent themselves as practicing architects.

## Change of Recorded Details

Following registration, if there is any change to your recorded details, such as a change in name or contact details, you must inform the Board. Please use **Form 08 – Notification of Change of Recorded Details** which is available from the Board's website.

## Professional Indemnity Insurance

Professional indemnity insurance (PII) is not required for non-practising architects.

Note, however, that advice should be sought from insurers as to whether PII is required in order to meet any ongoing obligations from previous projects.

## Continuing Professional Development

Non-practising architects do not need to undertake continuing professional development activities unless you intend to seek to transfer to the practising division

at a later date (as the Board may then ask you to present evidence of your continuing professional development activities).

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

## Fees

Re-registration:

- |   |   |
|---|---|
| • Restoration of name to the register fee | \$34 – if previously resigned from the register, or<br>\$74 – if removed for non-payment (GST free) |
| • Renewal of registration fee             | \$140* (GST free)   |
| • Fees in arrears                         | as applicable**   |

Transfer:

- |   |                                  |
|---|----------------------------------|
| • Practising to Non-Practising division | No fee (within a renewal period) |
|---|----------------------------------|

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

\*\* Please contact the Board office 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.



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)

## 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)

## Personal Details

Family Name

Given Names

Preferred Name (Known as)

Date of Birth

Gender ☐ Female ☐ Male

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name of Business or Employer (if applicable)

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 practising architect and wish to transfer to the non-practising division of the register.

## Undertaking by Applicant

I,

Full Name of Applicant

hereby undertake to the Board that I will not provide any architectural services in WA while I am registered in the non-practising division (Division 2) of the WA Register of Architects (Register).

I further undertake that I will not represent myself as a practicing architect in WA to any person while I am registered in the non-practising division (Division 2) of the Register.

Signature

Date

## 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



## Website

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

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

## 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.