

Application to Restore or Transfer to Non-Practising Division

Form.04

Architects Board of Western Australia

6 November 2018

Use of this Form

This form is to be used by people wishing to restore their registration (re-register) or transfer from the practising to the non-practising division.

Change of recorded details

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

You are also required to contact the Board if your circumstances change and you are no longer practising architecture, or if your qualifications have been withdrawn or cancelled.

Professional Indemnity Insurance

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

Continuing Professional Development

Non-practising architects do not need to undertake continuing professional development activities. However, if you wish to transfer to the practising division of the register in the future, the Board may ask you to present evidence of your continuing professional development activities. Please refer to Information Sheet 04 – Restore to Practising Division which is available from the Board's website and outlines the assessment guidelines used to determine if an architect's knowledge, skill and competence are at an appropriate level.

Fees

Re-registration:

- | | |
|---|---|
| • Restoration of name to the register fee | \$25.50 – if previously resigned from the register, or \$56 – if removed for non-payment (GST free) |
| • Renewal of registration fee | \$102* (GST free) |
| • Fees in arrears | as applicable |

Transfer:

- | | |
|---|----------------------------------|
| • Non-practising to practising division | No fee (within a renewal period) |
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Please contact the Board office to determine the fees payable for your situation.

* The current renewal period is from 1 July 2015 to 30 June 2016.

Payment Method

Payment of fees can be made by:

- cheque or money order made payable to Architects Board of Western Australia;
- Visa or MasterCard; or
- cash 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
F. (08) 9287 9926
E. info@architectsboard.org.au
architectsboard.org.au

Date Received Insert date	Date Approved Insert Date text.	Fees Paid Insert fees	Receipt No. Insert Rec No	Registration No. Insert Reg No	Date Annual Cert Sent Insert Date
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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.

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.

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 as original documents or via electronic transmission i.e. facsimile or email.

Payment

Fees can be paid using one of the following methods.

Cheque

Send cheque or money order 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

Cash, credit card and eftpos payments can be made at the Board's office between 9:00am and 4:30pm Monday to Friday.

