



# ARCHITECTS BOARD OF WESTERN AUSTRALIA

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## Application to Restore Licence as an Architectural Corporation

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Form 07

3 August 2015

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### Use of this Form

This form is to be used by people wishing to apply to restore a licence on behalf of an architectural corporation in Western Australia.

### Licensed Corporation Requirements

Licensed corporations are required to ensure all architectural work is done under the direct control and supervision of a registered architect who is an officer or employee of the corporation. In addition, at least one registered architect who is an officer or employee of the corporation must have ultimate responsibility for the architectural work done by the corporation. For more information about responsible architects please see Information Sheet 05 – Responsible Architect which can be downloaded from the Board's website.

Licensed corporations must at all times ensure that their responsible architect/s are:

- a director or employee of the corporation; and
- currently registered with the Architects Board of WA.

### Notifications to the Board

Following re-licensing, a corporation must inform the Board in writing of any changes to its recorded details. This includes:

- change of name;
- changes in contact details;
- changes in insurance cover;
- changes in directors;
- changes in responsible architects;
- amendments to the constitution;
- changes in whether the corporation is practising architecture or not; and
- de-listing of the corporation.

Please use Form 08 – Notification of Change of Recorded Details which can be downloaded from the Board's website.

### Professional Indemnity Insurance

Professional indemnity insurance is required for corporations. A copy of the corporation's certificate of currency must be provided to the Board. The certificate of currency must show the amount (minimum \$1,000,000) and period of cover.

### Display of Licence

The Board recommends licensed corporations clearly display licence certificates and publish licence numbers on all correspondence and advertising.

### Annual Renewal of Licence

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

### Fees

Restoration of Licence:

- Restoration of name to the register fee \$25.50 – if previously resigned from the register, or \$56 – if removed for non-payment of fees (GST free)
- Renewal of licence fee \$438 (GST free)
- Fees in arrears as applicable

Please contact the Board office to determine the fees payable for your situation.

### 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.



ABWA use only

Date Received / /	Date Approved / /	Fees Paid \$	Receipt No.	Licence No.	Date Annual Cert Sent / /
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# Application to Restore Licence as an Architectural Corporation

Form 07

22 July 2014

## Corporation Details

Name \_\_\_\_\_

Trading Name (if applicable) \_\_\_\_\_

Licence Number \_\_\_\_\_

ABN \_\_\_\_\_

ACN \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Professional Indemnity Insurance

Professional indemnity insurance is required for licensed corporations. The certificate of currency must show the amount (minimum \$1,000,000) and period of cover.

Copy of the certificate of currency is attached.

## Corporation Structure

1. Has the corporation's constitution changed since leaving the register?

Yes  No

If 'Yes', please provide details.

2. Has there been a change of directors since leaving the register?

Yes  No

If 'Yes', please complete pages 3 and 4.

3. Has there been a change of responsible architect/s having ultimate responsibility for the architectural work done by the corporation since leaving the register?

Yes  No

If 'Yes', please complete Responsible Architect section on page 5.

4. Please complete the Licence Requirement section on page 5.

## Website

Contact details for the corporation can be made available via the *Search the Register* function on the Board's website.

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

## Details of New Directors/Officers

### Director/Officer 1

Full Name

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Address

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Architects Board of WA Registration Number (if applicable)

1. Have you been convicted of any 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. Are you, or have you previously been, registered as an architect in any State or Territory?

Yes  No

4. If you answered 'Yes' to question 3:

(a) has your registration ever been suspended or cancelled?

Yes  No

(b) have you ever been dealt with for misconduct?

Yes  No

(c) are there any unresolved complaints pending against you?

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 as a Director of a licenced architectural corporation about which the Board should be informed?

Yes  No

If you have answered 'Yes' to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

Signature

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### Director/Officer 2

Full Name

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Address

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Architects Board of WA Registration Number (if applicable)

1. Have you been convicted of any 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. Are you, or have you previously been, registered as an architect in any State or Territory?

Yes  No

4. If you answered 'Yes' to question 3:

(a) has your registration ever been suspended or cancelled?

Yes  No

(b) have you ever been dealt with for misconduct?

Yes  No



(c) are there any unresolved complaints pending against you?

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 as a Director of a licenced architectural corporation about which the Board should be informed?

Yes  No

If you have answered 'Yes' to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

\_\_\_\_\_  
Signature

Please attach separate pages for additional Directors.

**Remove Company Director**

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Full Name



## Supporting Documentation Required

Where applicable please attach the following documents to this application form (assemble in the order as listed).

- ASIC Company Statement that lists all company directors (can be downloaded from the ASIC website);
- Curriculum vitae (required);
- Copy of the certificate of currency for professional indemnity insurance; and
- Copy of corporation constitution (only if there have been changes).

## 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 office between 9am and 4:30pm Monday to Friday.