

Application to Restore or Transfer to Non-Practising Division

Form.04

Architects Board of Western Australia

15 November 2021

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 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 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 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 practicing division of the register, depending on each applicant's individual circumstances.

Fees

Re-registration:

- Restoration of name to the register fee \$27 – if previously resigned from the register, or \$59 – if removed for non-payment (GST free)
- Renewal of registration fee \$108* (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.

Further Information

Please contact the Board if you require further information:

T. (08) 9287 9920
E. info@architectsboard.org.au
architectsboard.org.au



Architects Board
of Western Australia

33 Broadway
Nedlands WA 6009

T. (08) 9287 9920
F. (08) 9287 9926
E. info@architectsboard.org.au
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.

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 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.

