

### Use of this Form

This form is to be used by people wishing to apply for a licence on behalf of a corporation wanting to carry out architectural work using the term “architect”.

If the corporation operates under a name other than the name recorded in the register, **Form 05 - Trading Name Approval** must also be completed.

### 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.

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.

### 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 that licensed corporations clearly display licence certificates and publish licence numbers on all correspondence and advertising.

### Notifications to the Board

Following 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 is available from the Board’s website.

### Annual Renewal of Registration

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

#### Fees

Application Fee	\$315 (GST free)
Licence Fee	\$440 (GST free)
Total fees payable	\$755 (GST free)

In the event the application is declined, the licence fee of \$440 will be refunded.

### 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)

## Corporation Details

\_\_\_\_\_  
Name

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

If the corporation operates under a name other than the name recorded in the register, **Form 05 - Trading Name Approval** must also be completed.

\_\_\_\_\_  
ABN

\_\_\_\_\_  
ACN

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Website

Contact details for the corporation can be made available via the "Search 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.

## Professional Indemnity Insurance

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

- A copy of the certificate of currency is attached.



## Details of Directors/Officers

### Director/Officer 1

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

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

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

### Director/Officer 2

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

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

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

**Director/Officer 3**

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

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
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.





## Constitution

The *Architects Regulations 2005* prescribe that a corporation's constitution (or governing rules) must be acceptable to the Board.

1. Does the corporation's constitution contain any professional indemnity insurance provisions?  
Yes  go to question 2  
No  go to Supporting Documentation Required section below
2. Are the insurance provisions in the constitution consistent with the *Architects Act 2004* (Act) and *Architects Regulations 2005* (Regulations)?  
Yes  go to Supporting Documentation Required section below  
No  go to question 3
3. Does the constitution include an overriding provision which clarifies that any inconsistency would not remove the corporation's obligations to comply with the Act and Regulations?  
Yes  go to Supporting Documentation Required section below  
No  Please contact the Board's office

## Supporting Documentation Required

Please attach the following documents to this application form (assemble in the order as listed):

- ASIC Certificate of Registration of Company;
- ASIC Company Statement that lists all company directors (can be downloaded from the ASIC website);
- Curriculum Vitae for all directors;
- Copy of the certificate of currency for professional indemnity insurance; and
- Copy of the corporation's constitution.

## 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

**\$755**

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.

