# Application for Corporation Licence

Form.06

Architects Board of Western Australia

5 August 2025

### Use of this Form

This form is to be used by those applying for a licence on behalf of a corporation under section 33 of the *Architects Act 2004* (WA) (Act) for the purpose of carrying out architectural work under the title of "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 (see Regulation 15(c) of the *Architects Regulations 2005* (WA) (Regulations). 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 (see Regulation 15(e) of the Regulations).

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 (see sections 32(2)(b) and (c) of the Act and Regulation 17 of the Regulations).

### **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 \$331 (GST free) Licence Fee \$462 (GST free) Total fees payable \$793 (GST free)

In the event the application is declined, the licence fee of \$462 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

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, <i>Form 05 - Trading Name Approval</i> must also be completed.

ABN	 	 
ACN	 	 
Address:		

Contact Person		
_		

\_\_\_\_\_Postcode \_\_\_\_\_

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.

 $\square$  A copy of the certificate of currency is attached.



# **Details of Directors/Officers**

# Director/Officer 1

	<u></u>		
Full Name	Signature		
Address			
	Director/Officer 2		
Postcode	Full Name		
	Address		
Architects Board of WA Registration Number (if applicable)	-		
Have you been convicted of any offence in this State or elsewhere which has not been dealt with by a spent conviction order?	Postcode		
□ Yes □ No			
2. Do you have any prosecutions pending against you?	Architects Board of WA Registration Number (if applicable)		
□ Yes □ No	Have you been convicted of any offence in this State or		
3. Are you, or have you previously been, registered as an architect in any State or Territory?	elsewhere which has not been dealt with by a spent conviction order?		
□ Yes □ No	☐ Yes ☐ No		
4. If you answered 'Yes' to question 3:	2. Do you have any prosecutions pending against you?		
(a) has your registration ever been suspended or cancelled?	□ Yes □ No		
☐ Yes ☐ No  (b) have you ever been dealt with for misconduct?	3. Are you, or have you previously been, registered as an architect in any State or Territory?		
☐ Yes ☐ No	☐ Yes ☐ No		
	4. If you answered 'Yes' to question 3:		
(c) are there any unresolved complaints pending against you?	(a) has your registration ever been suspended or cancelled?		
☐ Yes ☐ No	□ Yes □ No		
5. Have you ever been a director, officer, shareholder or	(b) have you ever been dealt with for misconduct?		
employee of a corporation which has been the subject of disciplinary proceedings for the contravention of any statute	☐ Yes ☐ No		
in Western Australia or any other jurisdictions?	(c) are there any unresolved complaints pending against		
☐ Yes ☐ No	you?		
6. Are there any other matters which may be relevant to your suitability as a Director of a licensed architectural corporation about which the Board should be informed?	<ul><li>☐ Yes</li><li>☐ No</li><li>5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of</li></ul>		
□ Yes □ No	disciplinary proceedings for the contravention of any statute in Western Australia or any other jurisdictions?		
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.	☐ Yes ☐ No		



I certify that the information supplied by me on this form is

true and correct.

suitability as a Director of a licensed architectural corporation about which the Board should be informed?	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	☐ 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.	<ul><li>☐ Yes ☐ No</li><li>6. Are there any other matters which may be relevant to your suitability as a Director of a licensed architectural corporation</li></ul>			
I certify that the information supplied by me on this form is true and correct.	about which the Board should be informed?  ☐ Yes ☐ No			
Signature	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.			
Director/Officer 3	Signature			
Full Name				
Full Name  Address	Please attach separate pages for additional Directors.			
Addic33				
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				



### **Responsible Architects**

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.

By signing below, the architect/s consent/s to being the person/s who will have ultimate responsibility for the architectural work to be done by the corporation.

Res	non	sible	Arch	itect	1
1103		JINIC	$\Delta \cup \cup \cup$	11666	

Responsible Architect 1	services are/will be a primary part of the corporation's core business. If not, please indicate the primary focus of the corporation (and any other services provided by
Full Name	the corporation (and any other services provided by the corporation) and set out below (or on attached separate pages) the means by which the corporation proposes to comply with the above-mentioned
Registration Number	supervision requirement for architectural services
I consent to being a responsible architect for the corporation:	within the structure of the other services provided by the corporation, and attach any supporting documentation.
Signature	
Responsible Architect 2	
Full Name	
Registration Number	
I consent to being a responsible architect for the corporation:	
Signature	
Responsible Architect 3	
Full Name	
Registration Number	
I consent to being a responsible architect for the corporation:	
Signature	
Please attach a separate page to nominate additional	

Licence Requirement

of the application.

Licensed corporations are required to ensure that all architectural work is done under the direct control and

supervision of a registered architect who is an officer

or employee of the corporation. Please set out below (or on attached separate pages) the means by which

requirement and attach any documentation in support

Please indicate whether the proposed architectural

the corporation proposes to comply with this



responsible architects.

## Constitution

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

	p	
1.		the corporation's constitution contain any ssional indemnity insurance provisions?
	Yes	$\square$ go to question 2
	No	$\hfill\Box$ go to Supporting Documentation Required section below
2.	consi	ne insurance provisions in the constitution stent with the <i>Architects Act 2004</i> (Act) and tects Regulations 2005 (Regulations)?
	Yes	$\hfill\Box$ go to Supporting Documentation Required section below
	No	$\square$ go to question 3
3.	provi: would	the constitution include an overriding sion which clarifies that any inconsistency d not remove the corporation's obligations to bly with the Act and Regulations?
	Yes	$\hfill\Box$ go to Supporting Documentation Required section below
	No	$\hfill \square$ Please contact the Board's office
Sı	ıppo	rting Documentation Required
		attach the following documents to this on form (assemble in the order as listed):
	ASIC	Certificate of Registration of Company;
		Company Statement that lists all company ors (can be downloaded from the ASIC ite);
	Currio	culum Vitae for all directors;
	Copy inden	of the certificate of currency for professional nnity insurance;
	Сору	of the corporation's constitution; and
	Any c	ther documentation in support of the

# **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.

application.

# 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 \$793 Amount Payable Cardholder's Signature

### In Person

Date

Credit card and eftpos payments can be made at the Board's offices between 9am and 4pm, Monday to Friday.

Cardholder's Daytime Phone Number

