

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

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.

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 _____

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 licensed 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 licensed 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 licensed 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;
- ☐ Copy of the corporation's constitution; and
- ☐ Any other documentation in support of the application.

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

\$793

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 offices between 9am and 4pm, Monday to Friday.