

Application to Restore Licence as an Architectural Corporation

Form.07

Architects Board of Western Australia

10 December 2025

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.

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

Annual Renewal of Licence

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

Fees

Restoration of Licence:

- | | |
|---|---|
| • Restoration of name to the register fee | \$34 – if previously resigned from the register, or
\$74 – if removed for non-payment (GST free) |
| • Renewal of registration fee | \$572 (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:

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
E. info@architectsboard.org.au
architectsboard.org.au

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 _____

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

Please attach separate pages for additional Directors.

Remove Company Director

Full Name

Full Name

Full Name

Full Name

Full Name

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 to being the person(s) who will have ultimate responsibility for the architectural work to be done by the corporation.

Full Name

Registration Number

I consent to being a responsible architect for the corporation:

Signature

Full Name

Registration Number

I consent to being a responsible architect for the corporation:

Signature

Full Name

Registration Number

I consent to being a responsible architect for the corporation:

Signature

Please attach a separate page for additional nominations.

Remove Responsible Architect

Full Name

Full Name

Licence Requirement

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. The supervising architect may or may not be a nominated "responsible architect" of the corporation. Please outline the means by which the corporation proposes to comply with this requirement. For example:

- sole practitioner – architect directly responsible for all architectural work;
- small practice - company directors are architects and all architectural work undertaken by staff is under their direct control and supervision; or
- large practice - project teams are led by a project architect who has direct control and supervision of the architectural work undertaken by the team.

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 email.

Payment

Fees can be paid using one of the following methods:

Credit Card

☐ Visa ☐ Mastercard

Card Number

Expiry Date

Name on Card

Amount Payable

Cardholder's Signature

Date

Cardholder's Daytime Phone Number

In Person or by phone

Credit card and eftpos payments can be made at the Board office between 9am and 4pm, Monday to Friday or by phoning 08 9287 9920.