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# Form 01

## Application for Initial Registration as an Architect in NSW

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Architects  
Act 2003  
s16, 17, 20

### Which application form?

**Form 01 - Application for Initial Registration as an Architect**

Use this form if you have completed the AACA Architectural Practice Examination (APE), Locally Experienced Practitioners Program (LEP), the Overseas Architect Assessment (OAA) or have successfully completed the SAP (Supplementary Assessment Process for APEC Architects), but have never been registered anywhere in Australia or in New Zealand.

**Form 02 - Application for Registration Under MRA**

Use this form if you are currently registered elsewhere in Australia (MRA) or in New Zealand (TTMRA) or if you are from an approved jurisdiction in the United States of America which is covered by the USA/Australia/New Zealand Mutual Recognition Arrangements

### Registration Policy

**For those who may have passed the APE/LEP/OAA but have not yet applied for registration, or have taken time out of the profession and seeking to register as a practising architect**

**0-3 years:** automatic processing of application

**3-5 years:** application to be accompanied by a current CV showing work and a record of CPD from the previous 12 months prior to application. You may be required to attend a refresher course in professional practice, and may be required to attend an interview at the discretion of the Registrar if your record isn't current.

**5+ years:** as above but likely to be required to attend a refresher course in professional practice within 3 months of restoration to the register or registration, and be required to attend an interview unless otherwise advised by the Registrar. Interviews will be scheduled to coincide with the APE Part 3 Examination by Interview. Interview fees will apply..

### Privacy laws and use of this information

Information collected from this form is for the purposes of maintaining a Register of Architects in NSW. Section 26 of the Architects Act requires the Board to publish a Register in printed or electronic formats. The Register is available to the public.

### Initial registration fee

Initial enrolment fee is \$400 (GST exempt). Additional charges apply conditional to the Registration Policy.

### Annual fee

Annual renewal of registration is \$250 payable by 30 June each year; \$400 for late renewals

### Changes to contact details

Inform the Board of changes to registration records within 7 days.

### Payment methods

- Visa or MasterCard (use enclosed credit card authorisation form)  
Credit /debit card payments will incur a merchant fee
- Cash or EFT at the Board's office.
- Cheque payable to the NSW Architects Registration Board

Contact the NSW ARB if further information is required

Updated September 2017



board use only				reg no
date received / /	date approved / /	fees paid \$	receipt number	date notified / /

## Application for Initial Registration as an Architect in NSW

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Architects Act 2003  
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### Personal details

family name

given names

date of birth

gender

male  female

### Contact details

name of business (if applicable)

address for registration  
is this address a business  a residence

post code

telephone

( )  
mobile

( )  
email

### Academic qualifications

academic qualification or equivalent \*

date conferred

institution or authority

other academic qualifications

\* e.g. M Arch; B Arch; BWPrA; NPrA; OQA;  
OAA; LEP; SAP

### Architectural Practice Examination /LEP /EPA

date of completion

authority / jurisdiction

Submit with your application a copy of your Architectural Practice Examination letter confirming your successful completion or a certificate from AACA showing completion of relevant assessment.

### Continuing professional development

Practising architects should maintain and improve the skills necessary for the architectural services they normally provide.

Each year when you renew your registration you will be required to certify that you are taking reasonable steps to maintain and improve your skills in the practice of architecture and certify that you have acquired a minimum of 20 hours CPD, of which 10 hours is formal CPD. Pro rata hours apply.

Annual random audit of CPD is conducted on 5% of all registrants.



## Professional indemnity insurance

Practising architects should maintain professional indemnity insurance appropriate to the architectural services they provide.

Exemptions apply to

- architects providing services as an employee of an architect corporation or firm
- architects who have commenced an architectural practice recently
- on application to the Board the PI requirement may be waived for extenuating circumstances.

- I have appropriate PI cover
- I am providing architectural services as an employee of an architectural firm
- I have commenced an architectural practice recently (please provide documentary evidence, eg - business registration or corp firm registration and ABN)
- I am applying for exemption from this provision (please provide documentary evidence for seeking exemption, eg - illness or financial hardship. PII should be presented within one year of registration)

## Declaration

I, \_\_\_\_\_  
(applicant's name),  
declare that:

- (a) I am not bankrupt,
- (b) I have not applied to take the benefit of any law for the relief of bankrupt or insolvent debtors,
- (c) I have not compounded with my creditors or made an assignment of my remuneration for their benefit,
- (d) I have not been convicted of an offence under Part 2 of the Architects Act 2003,
- (e) I have not been convicted of any other offence, either in or outside the State,
- (f) my registration, licence, accreditation or certification under an architects' registration law has not been cancelled or suspended because of conduct that would (if it occurred in New South Wales and I was an architect under the Architects Act 2003) authorise cancellation or suspension of my registration under the Architects Act 2003

I confirm that the details given in this application are true and correct in every particular.

\_\_\_\_\_

signed

\_\_\_\_\_

place

\_\_\_\_\_

date

\_\_\_\_\_

## Checklist

- Have you completed and signed the form? Failure to do so may result in delayed or refused registration.
- Have you attached a copy of the letter confirming your successful completion of the Architectural Practice Examination (APE), the Experienced Practitioner Assessment (EPA) or the Supplementary Assessment Process (SAP for APEC Architects)?
- Have you presented your degree testamur at the time of the APE application? If not, you will need to attach a certified copy with this application or present the original for verification by NSW ARB.
- If you wish to apply for exemption from the professional indemnity insurance, have you attached documentary evidence to support your application?
- Have you selected a payment method and included the \$400 initial enrolment fee? Note that payments by credit card, debit card and EFT incur a merchant surcharge

**NSW ARB POLICY ON INITIAL REGISTRATION AS AN ARCHITECT**

INITIAL REGISTRATION	APPLICANTS WHO PASSED APE AND APPLY FOR INITIAL ENROLMENT ON THE NSW REGISTER	FEE
	Applicants who passed the APE/LEP/EPA/SAP are encouraged to apply for enrolment on the NSW Register of Architects <b>within 12 months of passing the APE</b> and comply with the requirements listed in Form 01.  Applications for enrolment are presented to the Board for approval.	\$400
	<b>0-3 years:</b> automatic processing of application	\$400
	<b>3-5 years:</b> application to be accompanied by a current CV showing work and a record of CPD. You may be required to attend a refresher course in professional practice, and may be required to attend an interview at the discretion of the Registrar if your record isn't current.	\$400 Plus \$280 Interview fee
	<b>5+ years:</b> as above but likely to be required to attend a refresher course in professional practice within 3 months of enrolment to the register, and be required to attend an interview unless otherwise advised by the Registrar. Interviews will be scheduled to coincide with the APE Part 3 Examination by Interview. Interview fees will apply.	\$680

