

NSW

Architects Registration Board

L2, 156 Gloucester Street
Sydney NSW 2000

T. +61 2 9241 4033

mail@architects.nsw.gov.au / www.architects.nsw.gov.au
ABN 63-092-097-847

Form 01

Application for

Initial Registration as an Architect in NSW

Architects
Act 2003
s16, 17, 20

Which application form?

Form 01 – Application for Initial Registration as an Architect

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

Form 02 – Application for Registration Under Mutual Recognition Acts/Arrangements

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 where mutual recognition arrangements are in place such as the US/Australia/NZ Mutual Recognition Arrangement.

Registration Policy

For those who may have passed the APE/LEP/EPA but have not yet applied for registration, or have taken time out of the profession and are seeking to register as a practising architect, the Registration Policy is as follows:

0-3 years: submission of Form 01

3-5 years: submission of Form 01 to be accompanied by a current CV showing employment history and a record of CPD from the previous 12 months prior to application. If your CPD record is not current you may be required, at the discretion of the Registrar, to attend a refresher course in professional practice and/or may be required to attend an interview. Interviews will be scheduled to coincide with the APE Part 3 Examinations, usually held in May and October. Interview fees will apply.

5+ years: submission of Form 01 to be accompanied by a current CV showing employment history and a record of CPD from the previous 12 months prior to application. You are likely to be required, at the discretion of the Registrar, to attend a refresher course in professional practice within 3 months of restoration to the register or registration. You are also likely to be required, at the discretion of the Registrar, to attend an interview. Interviews will be scheduled to coincide with the APE Part 3 Examinations, usually held in May and October. Interview fees will apply.

Privacy laws and use of this information

Information collected from this form is for the purpose of maintaining a Register of Architects in NSW. Section 26 of the Architects Act requires the Board to publish a Register. The Register is available online to the public.

Initial registration fee

Initial enrolment fee for one year of registration is \$435 (GST exempt) unless multiyear registration is selected. Additional charges may apply conditional on the Registration Policy.

Annual fee

Annual renewal of registration is \$285 payable on the anniversary of your initial registration unless multi-year registration is selected. An additional re-registration fee of \$150 applies to architects whose names have been removed from the NSW Register of Architects for failing to renew their registration within the applicable renewal period.

Changes to contact details

You must inform the Board within 14 days of changes to your name, address or other registered particulars for registration records.

Payment methods

- Visa or MasterCard (use enclosed credit card authorisation form)
- Cash or EFT at the Board's office.
- Cheque payable to the NSW Architects Registration Board

Contact the Board if further information is required.



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board use only				reg no	
date received / /	date approved / /	fees paid \$	receipt number	date notified / /	
Application for Initial Registration as an Architect in NSW				Form 01 Architects Act 2003 s16, 17, 20	

Personal details

family name

given names

date of birth

gender

☐ Male ☐ Female☐ Indeterminate/Intersex/Unspecified

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;
EPA; LEP; SAP

Duration of Registration

Please select the number of years you wish to be registered

☐ 1 Year☐ 3 Years☐ 5 YearsArchitectural Practice
Examination /LEP /EPA/SAP

date of completion

authority / jurisdiction

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

Continuing professional
development (CPD)

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

Every year between 1 and 30 June you are required to certify that you are taking reasonable steps to maintain and improve your skills in the practice of architecture and to certify that you have acquired a minimum of 20 hours CPD, of which 10 hours is Formal CPD. Please refer to the CPD Policy if you wish to seek a pro-rata exemption from the CPD requirements.

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



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Professional Indemnity Insurance (PII)

Every year between 1 and 30 June you must declare your PII circumstances and may be required to submit evidence of your PII.

Practising architects should maintain PII appropriate to the architectural services they provide. Exemptions apply for

- architects providing services as an employee of an architect corporation or firm
 - architects who have commenced an architectural practice recently
 - extenuating circumstances, in which case the architect must make an application to the Board to waive the PII requirement.
- ☐ I have appropriate PII cover (please provide Certificate of Currency)
- ☐ I am providing architectural services as an employee of an architectural firm and am covered by its PII cover
- ☐ I have recently commenced an architectural practice and do not yet have PII cover (please provide documentary evidence, eg – business registration or corp firm registration and ABN). (You must provide PII Certificate of Currency within 3 months of the commencement of your practice).
- ☐ I am providing architectural services overseas
- ☐ I am applying for exemption from this provision for this 12-month period (please provide documentary evidence for seeking exemption, eg – illness or financial hardship). (You must provide evidence of appropriate PII cover at the next renewal of registration.)

Declaration

Each year between 1 and 30 June you must make the below declarations.

- 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 APE, or the LEP or 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 copy with this application or present the original for verification by Board staff.
- ☐ If you wish to apply for exemption from the provision to hold appropriate Professional Indemnity Insurance, have you attached documentary evidence to support your application?
- ☐ Have you selected a payment method and included the initial enrolment fee?
Note that payments by credit card, debit card and EFT incur a merchant surcharge.



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BOARD POLICY ON INITIAL REGISTRATION AS AN ARCHITECT

INITIAL REGISTRATION	APPLICANTS WHO PASSED APE AND APPLY FOR INITIAL ENROLMENT ON THE NSW REGISTER	FEE
	<p>Applicants who passed the APE/LEP/EPA/SAP are encouraged to apply for enrolment on the NSW Register of Architects within 12 months of passing the APE and comply with the requirements listed in Form 01.</p> <p>Applications for enrolment are presented to the Board for approval.</p>	<p>1 Year - \$435</p> <p>3 Year - \$1005</p> <p>5 Year - \$1575</p>
	<p>0-3 years: submission of Form 01</p>	<p>1 Year - \$435</p> <p>3 Year - \$1005</p> <p>5 Year - \$1575</p>
	<p>3-5 years: submission of Form 01 to be accompanied by a current CV showing employment history and a record of CPD from the previous 12 months prior to application. If your CPD record is not current you may be required, at the discretion of the Registrar, to attend a refresher course in professional practice and/or may be required to attend an interview. Interviews will be scheduled to coincide with the APE Part 3 Examinations, usually held in May and October. Interview fees will apply.</p>	<p>1 Year - \$435</p> <p>3 Year - \$1005</p> <p>5 Year - \$1575</p> <p>Plus \$300 Interview fee if required within an APE session.</p> <p>Plus \$450 interview fee if required outside of an APE session.</p>
	<p>5+ years: submission of Form 01 to be accompanied by a current CV showing employment history and a record of CPD from the previous 12 months prior to application. You are likely to be required, at the discretion of the Registrar, to attend a refresher course in professional practice within 3 months of restoration to the register or registration. You are also likely to be required, at the discretion of the Registrar, to attend an interview. Interviews will be scheduled to coincide with the APE Part 3 Examinations, usually held in May and October. Interview fees will apply.</p>	<p>1 Year - \$435</p> <p>3 Year - \$1005</p> <p>5 Year - \$1575</p> <p>Plus \$300 Interview fee within an APE session.</p> <p>Plus \$450 interview fee outside of an APE session.</p>



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*Note: Credit card payments will incur a merchant fee calculated upon payment