

NSW

Architects Registration Board
L2, 156 Gloucester Street
Sydney NSW 2000

T. +61 2 9241 4033 / F. +61 2 9241 6144
mail@architects.nsw.gov.au / www.architects.nsw.gov.au
ABN 63-092-097-847

Application for registration in NSW by architects registered in another State and Territory in Australia or New Zealand

Form 02
Architects Act
2003
s16, 17, 20

Which application form?

Form 01 – Application for Initial Registration as an Architect

For those who have passed the AACA Architectural Practice Examination, but have never been registered anywhere in Australia or in New Zealand.

Form 02 – Application for Registration in NSW by Architects Registered Interstate or in NZ

For those who are currently registered elsewhere within Australia or in New Zealand under the terms of the Mutual Recognition Act (MRA) or the Trans Tasman Mutual Recognition Act (TTMRA)

Form 03 – Application for Temporary Registration in NSW

For overseas architects wishing to work in New South Wales for a limited period (visa restrictions apply)

Mutual Recognition Act 1992 and the Trans Tasman Mutual Recognition Act

Under Section 20 of the Mutual Recognition Act 1992 of the Commonwealth, a person is entitled to be registered as an architect in NSW if they are currently registered in another State or Territory for an equivalent occupation. Under the Trans Tasman Mutual Recognition Agreement (TTMRA) the same applies to a person registered in New Zealand. Applicants for registration as an architect in NSW must submit to the Board a letter from the state where registration is held confirming the currency of registration and the status of the applicant.

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.

Registration fee

Registration fee is \$250 (GST exempt).

Annual fee

Annual renewal of registration is \$250 payable by 30 June each year. ARB Renewal Policy applies.

Changes to contact details

Inform the Board of changes to contact details 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.

Contact the NSW ARB if further information is required

Updated 30 August 2017

NSW
Architects
Registration
Board



Board use only		name		reg no	
date received / /	date approved / /	fees paid \$	receipt number	date notified / /	
Application for registration by architects in another State or Territory or NZ				Form O2 Architects Act 2003 s16, 17, 20	

Personal details

family name _____

given names _____

date of birth _____

gender _____

male female

Contact details

name of business (if applicable) _____

address for registration _____

post code _____

Primary current registration as an architect

registration authority of current primary
registration _____

date of registration _____

registration number _____

If you are also registered in other States or
Territories in Australia, list below with your
corresponding registration number

Submit with your application evidence of your
registration as an architect issued by the
Registrar of the State Board, or equivalent
authority where you are currently registered.
Certification must not be more than one
month old.

The registration board must complete Form
O2A (Australian Registration Boards) or Form
O2B (NZ Registration Board) for inclusion with
this form.

is this address
a business a residence

telephone _____

() _____
email _____

Continuing professional education

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



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- 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 of your grounds for seeking exemption - eg - illness or financial hardship. PII should be presented within one year of registration)

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

signed

at

on

Declaration

I, _____

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,

Checklist

- Have you completed and signed the form? Failure to do so may result in delayed or refused registration.
- Have you attached a certified copy of evidence of your registration as an architect issued by the Registrar of the State Board or equivalent authority where you are currently registered? Use Form O2A or Form O2B
- If you wish to apply for exemption from the professional indemnity insurance provision have you attached documentary evidence to support your application?
- Have you selected a payment method and enclosed the \$250 registration fee?
- Are you applying as non-practising architect from another jurisdiction? If so, have you enclosed the fee of \$50?

Send to the Registrar at the address given above.



NSW ARB POLICY ON REGISTRATION

MUTUAL RECOGNITION	APPLICANTS REGISTERED FROM ANOTHER STATE AND TERRITORY IN AUSTRALIA AND FROM NEW ZEALAND	
FORM 02	<p>Applicants who, for the first time, apply for registration in the Practising Category under the MUTREC Act/TTMRA must comply with the requirements listed in Form 2.</p> <p>Submit Form 02A completed by the Registrar of the State/Territory Board confirming the current registration. <i>or</i> Submit Form 02B completed by the Registrar of the NZ Registration authority confirming registration in New Zealand.</p>	\$250
	<p>Applicants who are in the Non-Practising Category from another State/Territory/NZ can apply for registration only in the Non-Practising category in NSW. Complete Form 02 and submit it with the applicable Mutual Recognition certificates.</p> <p>(The Non-Practising status can only be upgraded to Practising status anytime after registration is approved. The fee will be the difference in costs and applicant will be subject to CPD Audit at the next renewal period.)</p>	\$50 \$200

AUTHORISATION FOR CREDIT CARD PAYMENT

I authorise the NSW Architects Registration Board to debit my credit card the amount of \$250.00* for Application for Registration in NSW by Interstate and New Zealand Architects

Applicant's Name																				
Cardholder's Name																				
Address																				
Credit Card	VISA CARD <input type="checkbox"/>				MASTERCARD <input type="checkbox"/>															
				-							-									
Expiry Date	Month				Year															



*Note: Credit card payments will incur a merchant surcharge

