

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

Application for temporary registration of overseas architects in New South Wales

Form 03
Architects Act
2003
s16, 18, 20

Notes

The NSW Architects Registration Board may register an individual with an overseas qualification as an architect for a defined, limited period. This temporary registration is not designed for individuals seeking recognition of their overseas qualifications for registration as an architect in Australia and for immigration purposes.

Applications for temporary registration as an overseas architect in NSW must include details of architectural education, registration status from the country of origin and from other registration jurisdictions overseas; and a record of professional employment - in order to assure the NSW Architects Registration Board that the applicant is capable of practising architecture in the NSW with the same level of competence and skills expected of architects with full registration.

Notes

1. Registration as an architect

The applicant for temporary registration must be currently registered or licensed as an architect in a jurisdiction outside Australia. Evidence of current registration/licence must accompany the application. A Certified copy of the current registration or licence must be provided, together with certified English translation if the original document was issued in a language other than English.

2. Appropriate professional experience

Applicants must satisfy the Board that they have completed a minimum of seven years of professional practice as an architect. Experience must be gained in the practice of architecture as articulated in the Australian National Standard of Competency for Architects: Design, Documentation, Project Delivery and Practice Management.

The National Standard of Competency for Architects (NSCA) is available from the Architects Accreditation Council of Australia's website. (AACA) www.aaca.org.au

Applicants must provide a summary of their experience over a minimum of seven years of professional practice and should include details of:

- a. dates and location of each period of employment
- b. position title and description; the nature of the projects worked on (multi-residential, retail, industrial, commercial or other), key responsibilities held and categories of clients (occupier, developer, builder, investor or other - give description)
- c. name and contact details of present employer

3. Professional referees

Three professional referee reports testifying to the applicant's competence in the provision of architectural services are also required. At least one of these referee reports should be from a client.

4. Residency status in Australia

This category does not apply to individuals seeking recognition of their overseas qualifications for registration as an architect in Australia in order to gain residency status.

The applicant's passport and visa to Australia must be presented to the Board for verification. The applicant must inform the Board immediately of any change in status/category of his/her visa.

Temporary registration as an overseas architect in NSW will entitle an individual to practise architecture in NSW only.

Each application is considered on a case by case basis, and temporary registration may be renewed at the discretion of the Board, or alternatively, may be withdrawn at any time.



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Extract from the Architects Act 2003 Part 3 Registration Section 18 Temporary registration of overseas architects.

- (1) The Board may register an individual as an architect for a limited period if the Board is satisfied that the:
 - (a) individual is of good fame and character, and
 - (b) individual has architectural qualifications and practical experience in another country of a kind that demonstrates that the individual would be capable of practising architecture in the State with the same level of competence and skills expected of architects with full registration.
- (2) Registration under this section is temporary registration
- (3) A person granted temporary registration is registered as an architect until the temporary registration expires or is cancelled. Temporary registration expires on the date stated in the relevant certificate of registration unless the period of temporary registration is extended.
- (4) The Board may from time to time extend the period for which temporary registration is in force.
- (5) The Board may cancel a person's temporary registration for any reason that the Board considers proper. Cancellation does not affect any application for full registration by that person.
- (6) The Board may impose such conditions as it thinks fit on the temporary registration of a person and may at any time remove, add to or vary those conditions by notice in writing to the registered person.

Process

- 1 Complete Form 03 – Application for Temporary Registration of Overseas Architects.
- 2 Subject to documentation being accepted by the Board, applicants will be required to attend an interview.
- 3 Pay the fee of \$735.
- 4 Submit the above to the Registrar, NSW Architects Registration Board at the address below.

Privacy laws and use of this information

The information collected on this form is required by the Architects Act 2003 for the purpose of maintaining a Register of Architects in NSW. Section 26 of the Act requires the Board to publish a Register in such form (whether printed, electronic or both) as the Board may specify from time to time. The Register may be provided to the public and to other registration boards.

Annual renewal fee

Architects in the practising category will pay an annual registration fee of \$285. Annual registration fees are renewed on 30 June each year.

Changes to recorded details

If there is any change to your recorded details, such as a change in contact details, you must inform the Board within 7 days.

Payment methods

You can pay your initial registration fee of \$735 using:

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

For further information please contact the NSW Architects Registration Board or visit the Board's website.

Updated 30 August 2017



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Board use only		name		reg no	
date received / /	date approved / /	fees paid \$	receipt number	date notified / /	
Application for temporary registration of overseas architects in NSW				Form 03 Architects Act 2003 s16, 17, 20	

Personal details

preferred title _____

family name _____

given names _____

date of birth _____

gender _____

Male Female

Indeterminate/Intersex/Unspecified

nationality/citizenship _____

Education

Education as an architect shall comprise the equivalent of five years study at university in a program of study with architecture as the principal component. Please provide certified copy of the architectural qualification.

academic qualification or equivalent * _____

date conferred _____

institution or authority _____

Details of your stay in Australia

A photocopy of the front page of your passport must be attached together with a certified copy of your current visa.

date of arrival _____

intended period of stay _____

Contact Details

name of company (if applicable) _____

address in Australia _____

address overseas _____

telephone _____

() _____

fax _____

() _____

email _____

Registration details

The applicant for temporary registration must be currently registered or licensed as an architect in a jurisdiction outside Australia. Evidence of current registration/licence must accompany this application. (Please provide certified copy)

name of registration authority _____

country _____

date registered _____

registration valid to _____

contact details for registration authority _____



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Professional experience

You must satisfy the Board that you have at least seven years professional practice experience as an architect.

Please attach information on your professional experience - no more than 2 additional sheets.

You need to include the following details:

- Employer (state if self-employed)
- Description of the nature of the projects worked on
- Your role in the project (position/title)
- Dates of employment
- Name and contact details of present employer

Professional referees

1

2

3



Declaration

I, _____
(applicant's name),
do solemnly and sincerely 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 if I was an architect under the Architects Act 2003) authorise cancellation or suspension of my registration under the Architects Act 2003,

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

signature

date

Checklist

- Have you completed and signed the form correctly? Failure to do so may result in delayed or refused listing?
- Have you attached certified copies of your academic qualification and certification of registration or licence?
- Have you attached information about your professional experience?
- Have you attached three referee reports?
- Have you supplied translations of documents originally issued in a language other than English?
- Have you selected a payment method and attached the \$735 fee?
Fees payable to the NSW Architects Registration Board may be paid by one of the following methods:
 - Cash, cheque or postal money order issued in Australia
 - Mastercard or Visa

Send your completed form to the Registrar at the address given above.



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NSW ARB POLICY ON REGISTRATION

<p>1.3 TEMPORARY REGISTRATION</p>	<p>THIS SECTION APPLIES TO ARCHITECTS WHO ARE REGISTERED IN ANOTHER COUNTRY WHO HAVE SHORT TERM PROJECTS IN NSW OR ARCHITECTS WHO ARE WORLD RENOWN WISHING TO GAIN REGISTRATION IN NSW</p>	
<p>FORM 03</p>	<p>Applicant for registration in the Temporary Registration category must complete Form 03 and submit the requirements listed therein.</p> <p>Fee for Temporary Registration as an Architect in NSW</p>	<p>\$735</p>
	<p>Prospective registrant must hold the appropriate visa</p> <p>Passports or travel documents must be presented for verification.</p>	
	<p>Applicant must submit a portfolio of work with a Statement of Experience and attend an interview with two senior members of the Architectural Practice Examination Panel who will assess the submission and conduct the one hour-interview.</p>	
	<p>New registrant is issued a certificate which bears the date of approval and expiration of registration.</p> <p>Temporary registration is valid unless it is expired or cancelled.</p> <p>Temporary registration may be terminated on the expiry of the registrant's visa or upon discretion of the Board.</p> <p>The Certificate of Registration will show the period of validity of the temporary registration.</p> <p>Temporary registration may be extended and a new certificate is issued showing a new date.</p>	
	<p>The Board may cancel a person's temporary registration for any reason that it considers proper. Cancellation will not affect a future application for full registration by the holder.</p> <p>The Board may impose such conditions as it thinks fit and may at any time remove, add to or vary those conditions to be notified in writing to the registrant.</p>	
	<p>At the time of renewal of registration, the Temporary Registrant must provide evidence of a valid visa.</p> <p>Annual renewal fee</p>	<p>\$285</p>



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CREDIT CARD PAYMENT AUTHORISATION

Tick applicable fees

- | | | |
|-------------------------------------|---|---------------------------|
| <input type="checkbox"/> | Initial Registration | \$400 (GST exempt) |
| <input type="checkbox"/> | Annual renewal of full registration (practising) | \$285 (GST exempt) |
| <input type="checkbox"/> | Registration of Interstate and NZ Architects | \$285 (GST exempt) |
| <input checked="" type="checkbox"/> | Temporary Registration of Overseas Architects | \$735 (GST exempt) |
| <input type="checkbox"/> | Renewal of temporary registration of overseas architects | \$285 (GST exempt) |
| <input type="checkbox"/> | Re-instatement of name to full registration includes annual renewal fee | \$435 (GST exempt) |
| <input type="checkbox"/> | Change of status from non-practising to practising | \$235 (GST exempt) |
| <input type="checkbox"/> | Registration of non-practising architects | \$50 (GST exempt) |
| <input type="checkbox"/> | Annual renewal of non-practising registration | \$50 (GST exempt) |
| <input type="checkbox"/> | Initial nomination of responsible architects | \$60 (GST exempt) |
| <input type="checkbox"/> | Annual publication of corporations and firms and their respective nominated architects | \$120 (GST exempt) |
| <input type="checkbox"/> | Change of address and recorded details for corporations and firms | \$35 (GST exempt) |

Note: A merchant surcharge will apply to credit card payments

I,
Name _____

hereby authorise the NSW Architects Registration Board to debit my credit card the amount of
\$_____ in payment of the above account (ticked)

Cardholder's name _____

Address _____

Cardholder's signature _____

- Visa
 Mastercard

Card Number ____/____/____/____ Expiry Date ____/____

