

Application for re-registration as a practising architect in NSW

Form 06

Architects Act 2003
s20-28

When to use this form

Use this form if your name was removed from the Register of Architects in New South Wales and you now wish to have your name reinstated to the Register as practising architect.

Use this form if you were on the non-practising status and now wish to transfer to practising status.

If you wish to be reinstated to the NSW Register but have retired from practice or are not likely to be practising as an architect for the foreseeable future, please use Form 07 – Application as a Non-Practising Architect.

Conditions apply as per policy below.

Registration Policy

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. 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.

See Policy Schedule at the end of the form.

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, at least once a year, a list of the names and addresses of all architects in the Register, in printed or electronic format.

Fee for re-registration as an architect in NSW

If your name was removed from the NSW Register of Architects for non-payment of the annual registration fee after renewal period has lapsed, the fee for re-registration is \$400.

Changes to contact details

Inform the Board within 7 days if there are changes to your contact details.

Payment methods available

You can pay the fee by:

- Visa or MasterCard (use authorisation form; merchant surcharge applies)
- Cheque made out to the NSW Architects Registration Board
- cash or EFT at the Board's office.

Contact the NSW Architects Registration Board if further information is required.



Updated: 30.08.17

| | | | | | |
|--|----------------------|-----------------|----------------|--|--|
| Board use only | | name | | reg no | |
| date received / / | date approved / / | fees paid \$ | receipt number | date notified / / | |
| Application for re-registration as a practising architect in NSW | | | | Form 06 Architects Act 2003 s20-28 | |

Personal details

family name

given names

date of birth

gender

male ☐

female ☐

Registration details

date first registered as a practising architect

registration number

date registered as non-practising

Contact details

name of business (if applicable)

address for registration

is this address

a business ☐

a residence ☐

telephone

Fax

Email

Date last registered in NSW

- ☐ 0 - 3 years
☐ 3 - 5 years
☐ 5 + years

Continuing professional development (CPD)

Practising architects should maintain and improve the skills necessary for the provision of the architectural services they normally provide. Have you undertaken any form of CPD activities in the past 12 months?

- ☐ Yes
☐ No

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. You must attach Form 05 - CPD Activity Record Form with this application.

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
- other circumstances - on application to the Board the requirement may be waived for extenuating circumstances.

☐ I have appropriate PI cover (attach Certificate of Currency)

☐ I am providing architectural services as an employee of an architectural firm

☐ I have commenced an architectural practice recently (please provide documentary evidence)

☐ I am applying for exemption from this provision (please provide documentary evidence of your grounds for seeking exemption).



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

signed

at

on

Checklist

- ☐ Have you completed and signed the form? Failure to do so may result in delayed or refused re-registration.
- ☐ Have you paid the re-registration fee of \$400?
- ☐ Have you attached a written application, supported by documentary evidence of extenuating circumstances if you are applying for waiver of the reinstatement fee of \$150?
- ☐ Have you attached documentary evidence to support your application for exemption from Professional Indemnity Insurance?
- ☐ Have you selected a payment method and attached the relevant fee? If paying by credit card you must complete the Credit Card Payment Authorisation Form . If paying by cheque it should be made payable to the NSW Architects Registration Board.

Mail this application to the NSW Architects Registration Board at the address given above or email it to mail@architects.nsw.gov.au



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

POLICY ON RE-REGISTRATION AS AN ARCHITECT IN NSW

| 2.1 RE- REGISTRATION IN PRACTISING CATEGORY | ARCHITECTS WHO APPLY FOR RE-REGISTRATION (Form 6) | FEE |
|---|---|---|
| POLICY | 0-3 years: automatic processing of application | \$400 |
| | 3-5 years: 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 |
| | 5+ years: 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 Examinations by Interview. Interview fees apply. | \$680 |
| | Those who fail to pay the annual fee at renewal or let the registration lapse (Policy applies) | \$400 |
| | Those who voluntarily applied to remove their names from the Register due to personal reasons (Policy applies) | \$400 |
| NON- PRACTISING TO PRACTISING | Applicants who have been in the Non-Practising status applying for re-registration in the Practising Status should adhere to the Policy above. | \$400 |
| | Applicants who are currently registered as Non-Practising wishing to transfer to the Practising status | \$200.88 |
| ARCHITECTS RESIDING AND REGISTERED INTERSTATE | Applicants to complete Form 06 and submit Form 02A completed by the state authority where they are residing in order to avail of the mutual recognition annual fee. Always note that applicants must be resident of another State or Territory. | \$250 |
| ARCHITECTS REGISTERED IN ANOTHER STATE BUT RESIDING IN NSW. | Applicants to complete Form 06 and submit Form 02A completed by the State authority where they are currently registered. If applicants are residents of NSW they must pay a re-registration fee in addition to the annual fee. | \$400 |



AUTHORISATION FOR CREDIT CARD PAYMENT

I authorise the NSW Architects Registration Board to debit my credit card the amount of *\$400.00 for Re-registration in the Practising category:

| | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|------|--|--|--|--|---|--|--|--|--|---|--|--|--|
| Name of Architect | | | | | | | | | | | | | | | | | | |
| Registration No | | | | | | | | | | | | | | | | | | |
| 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