



NSW
Architects
Registration
Board

2026 Nomination Form for election to the Board

Regulation 2017

Schedule 1 – Election of architects to the Board

This form must be returned completed to Kirsten.Orr@architects.nsw.gov.au by 5pm on Monday, 17 August 2026

Who can nominate?

Any person who is an architect as at the beginning of the day on which a notice of an election is published on the NSW Architects Registration Board (NSW ARB) website (ie. Monday, 20 July 2026) is eligible for nomination as a candidate at the election and is also qualified to nominate a candidate for election.

Candidate personal details	
Candidate full name	
Any other names known by	
NSW Architect Registration Number	
Residential address (must not be PO Box)	
Phone number	
Date of birth	

How to nominate

An architect must be nominated by at least 2 architects (other than the candidate).

Before sending this form to your 2 nominators, you should ensure all other fields have been completed.

Nominated by	Nominator 1	Nominator 2
Nominator full name		
NSW Architect Registration Number		
Signature		
Date signed		

Candidate statement

An architect seeking nomination should provide a statement to be published in the candidate information sheet. The text should include details of your:

- professional standing
- suitability for election, and
- ability to carry out the functions of the Board.

Also include details of any findings under Part 4 of the *Architects Act 2003* made against you by the Board in the past two years.

The statement must be accurate and not misleading and must not exceed 200 words in length.

Please be aware that the Returning Officer may reject information if it is considered unsuitable for inclusion. In this event, the Returning Officer must give you notice that the information is rejected, and an explanation as to why the information is not suitable for inclusion, and 7 days in which to provide information that is suitable for inclusion. If you do not provide information that the Returning Officer considers to be suitable for inclusion within 7 days, no information about you will be published in the candidate information sheet.

The Returning Officer may also reject your nomination based on the outcome of any probity searches carried out that affect your professional standing, suitability for election or ability to carry out the functions of the Board, or if your candidate statement contains details of conduct that may demonstrate you are unsuitable for election, or unable to carry out the functions of the Board.

Candidate consent and declaration

	I consent to being nominated for election to the Board
	I consent to my personal information being used to conduct the following probity searches to confirm my fitness for a Board appointment: • ASIC Banned and Disqualified Register • ASIC Court Enforceable Undertakings Register • Australian Financial Security Authority National Personal Insolvency Index • Social media (Facebook, Instagram, LinkedIn, X) • ICAC Investigation Report of Adversely Named Individuals
	I undertake to submit to the Board a copy of my Digital National Police Certificate by 5pm on Monday, 31 August 2026 (see below for more information about applying for a Personal National Police Check)
	I understand that there is no requirement for me to provide my personal information to the Board, yet if I do not provide all personal information, and do not consent to probity searches, and do not submit a Digital National Police Certificate, my nomination will be unable to proceed
	I have included details of any findings under Part 4 of the Architects Act 2003 made against me by the Board in the past two years in my candidate statement
	I declare that all the information I have provided in conjunction with my nomination as a candidate for election to the Board is true and correct.

Signature of the candidate

**You should not sign this form until you have finalised your candidate statement (on page 2) and completed the candidate consent and declaration (above). If you add a digital signature and save the form, it may be locked preventing any further changes from being made.*

Requirement for all candidates to complete a Personal National Police Check

All candidates must apply for a Personal National Police Check (“Name and Date of Birth Check”) and submit a copy of the Digital National Police Certificate by 5pm on Monday, 31 August 2026 by email to the Registrar at Kirsten.Orr@architects.nsw.gov.au

You should apply for a Personal National Police Check as soon as you agree to be nominated, noting that the processing time may take up to 15 business days.

To apply, go to

https://www.police.nsw.gov.au/online_services/criminal_history_check

Select “Individual” “Apply Now”; then answer “No” to the first two questions; then “Yes” or “No” to “Are you primarily living and/or working within New South Wales (NSW)?”; then select the option of “Name and Date of Birth Check”.

You will be reimbursed for the cost of the Personal National Police Check (currently \$58.60) when you provide the NSW ARB with the receipt.

Please beware of copycat sites and commercial providers if you Google ‘National Police Check’ as these may be listed in your search results ahead of the legitimate nsw.gov.au site. Please ensure you apply through the legitimate NSW Government site.