

## Application for Registration in South Australia under Mutual Recognition

### Personal details

Mr/Miss/Ms/Mrs

Surname

Given names

Preferred name

Date of Birth

Gender  Female  Male  Other

Address

State Postcode

Postal Address (if different from above)

State Postcode

Please nominate your contact address for correspondence and publication in the Register

Street  Postal

Name of Business or Employer

Business phone Home phone

Mobile phone

Email address

### Current Primary Registration

Registration Authority

Registration Number Date of Registration

### Academic Architectural Qualifications

Academic Qualification (in full)

Institution or Authority

Date Conferred

Date of AACA Review of Academic Equivalence or National Programme of Assessment (if applicable)

### Architectural Practice Examination

Place of Completion

Date of Completion

### Professional Indemnity Insurance

Professional Indemnity Insurance is required for registration, either as an individual or through your employer's policy. One or more of the following is required:

– A copy of the certificate of currency from your insurer

#### AND/OR

– **Form 12** – Professional Indemnity Insurance Employer's Declaration **and** a copy of their certificate of currency

#### OR

– **Form 13** – Application for an exemption from the requirements of professional indemnity insurance.



**Fitness to Practise**

1. Have you been convicted of an offence in this State or elsewhere?  
 Yes       No
2. Has your registration ever been suspended or cancelled by a registration or professional body?  
 Yes       No
3. Have you ever been dealt with for misconduct by a Registration Board or professional body?  
 Yes       No
4. Has any application by you for registration as an architect been refused by any registration board or professional body?  
 Yes       No
5. Do you have any prosecutions or unresolved complaints pending against you?  
 Yes       No
6. Are there any other matters which may be relevant to your suitability for registration as an architect about which the Board should be informed?  
 Yes       No
7. Have you notified the Board of any legal claim alleging negligence?  
 Yes       No

**If you have answered 'yes' to any of the above, please submit details in an attachment to this application.**

**Declaration by Applicant**

I consent to the Architectural Practice Board of South Australia making enquiries of, and exchanging information with the authorities of any Australian State or Territories, or other countries, regarding my practice as an architect or otherwise regarding matters relevant to this application.

I do solemnly and sincerely declare that the statements made in this application are true and correct in every particular to the best of my knowledge and belief; that I am the person named in the attached documents and that I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Declared at

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Before me (Signature)(Refer next page)

\_\_\_\_\_  
Print name

**Indicate whichever is applicable**

- A Justice of the Peace
- A Notary Public
- A Commissioner for Taking Affidavits
- A Proclaimed Member of the Police Force (must include name of town or place where situated)

**NOTE: All witnesses must provide their registration or identity number and if applicable, their seal or stamp when witnessing the Declaration and any certified accompanying documentation.**



**Checklist of documents to be enclosed:**

- Professional Indemnity Insurance
- Certificate of Currency; **and/or**
- Form 12** – Employer's Declaration **and** employer's Certificate of Currency; **or**
- Form 13** – Application for Exemption
  
- Application Fee
- Registration Fee

**Privacy Laws and Use of this Information**

The Architectural Practice Board of South Australia is authorised under the *Architectural Practice Act 2009* to ask for the information on this form. We need this information to administer the Act.

We will only provide information to other authorised recipients in the following situations:

- As required or authorised by or under this Act or any other Act or law; or
- With the consent of the person to whom the information relates; or
- In connection with the administration of the Act or the repealed Act; or
- To an authority responsible under the law of a place outside this State for the registration or licensing of architects, where the information is required for the proper administration of that law; or
- To an agency or instrumentality of this State, the Commonwealth or another State or Territory of the Commonwealth for the purposes of the proper performance of its functions.

Please complete and email to the Architectural Practice Board of South Australia at [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au).

Please check you have completed all applicable items and include the fee payable. Incomplete applications will not be considered as lodged by the Board.



### Use of this Form

This form is to be used by people who wish to apply for registration as an architect in South Australia, who are currently registered in another Australian State or Territory, or in New Zealand.

If you have never been registered in Australia or New Zealand and have passed the Architectural Practice Examination please use Form 01 – Application for Registration as an Architect.

### Mutual Recognition (South Australia) Act (1993)

Under this Act, a person is entitled to be registered as an architect in South Australia if they are a registered architect in another State or Territory.

Under the Trans Tasman Mutual Recognition Agreement currently operating between all Australian jurisdictions and New Zealand, a person registered as an architect in New Zealand is entitled to be registered in South Australia.

### Documents to be attached

#### Either:

Copy of professional indemnity insurance certificate of currency or letter from employer (if applicable). (Form 12).

or

Form 12 – Employer's Declaration and a copy of the professional indemnity insurance certificate of currency

or

Application for exemption from professional indemnity insurance requirement (Form 13).

### Professional Indemnity Insurance

Professional indemnity insurance is required for registration, either as an individual or through your employer's policy. You must provide to the Board a copy of the certificate of currency for the insurance policy or a letter from your employer naming you as an insured employee (if applicable).

### Fees

An initial application fee together with a registration fee are payable. Please refer to Fee Schedule for the applicable rates.

**Fees are non-refundable.**

**Fees are exempt from GST.**

### Lodgement and Payment Methods

Lodgement of application and payment of registration fees can be made by:

- Emailing the registration form and attachments to the Board to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au) with proof of payment.
- Please note that if you wish to lodge your documents in person that an appointment must be made beforehand with either the Registrar or Executive Assistant.

Electronic funds transfer can be made to the Architectural Practice Board of South Australia's bank account; BSB 085-005 A/c 446562438 or Pay ID 20167920248 (please attach a copy of your transaction receipt to your registration form).

Alternatively payment can be made via credit card by calling our office during business hours.

### Further Information

Please contact the Board if you require further information.