

Application for Renewal of Registration (Individual) for the 12 months ended 30 June 2023

Renewal fee due and payable by 30 June 2023

Personal Details

Family Name

Given Names

Former Names (if applicable)

Registration No.

Date of Birth

Postal Address

Postcode

Residential Address (if different from above)

Postcode

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

Postal

Residential

Name of Business or Employer

Address of Current Place of Business or Employer

Business Phone

Mobile Phone

Email Address

Fitness to Practise

1. Have you been convicted of an offence or the subject of disciplinary action in this state or elsewhere since the last renewal of your registration, or if you have been registered for less than one year since the date of your first registration?
 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.

Continuing Professional Development

Continuing Professional Development is now mandatory. Please advise how many formal and informal points you have accrued for the year:

Formal

Informal

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Professional Indemnity Insurance

Professional indemnity insurance is required for registration, either as an individual or through your employer's policy.

Professional indemnity insurance must cover:

- Minimum \$1m any one claim in the aggregate
- Defence costs excluded
- Minimum one automatic reinstatement on policy (excluding Defence costs).

One or more of the following is required:

A copy of the certificate of currency from your employer

AND/OR

Form 12 – Professional Indemnity Insurance Employer's Declaration **and** copy of the Certificate of Currency

OR

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

Self-Declaration and Consent

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.

All the above information is true and correct:

Full Name of Applicant

Signature of Applicant

Date

Please Note:

Failure to lodge the renewal form, required documents and fee by the due date may result in the removal from the Register without further notice.

Lodgement of Forms

This form must be completed and emailed to the Architectural Practice Board of South Australia at admin@archboardsa.org.au **accompanied by the non-refundable Renewal Fee or proof of payment.**

Payment of Fees

Payment can be made by cheque or by electronic funds transfer to the Architectural Practice Board of South Australia's bank account at BankSA, Adelaide Branch, BSB 105-900, Account No. 950111640. Please use your surname and registration number as reference to your payment and include the transaction record with your application.

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

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.

Checklist of Documents 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

Renewal Form

Renewal Fee of \$350.00 (GST Free)

In person lodgements are **BY PRE-ARRANGED APPOINTMENT ONLY.**