



ARCHITECTS BOARD OF WESTERN AUSTRALIA

Application for Corporation Licence

Form 06

1 July 2011

Use of this Form

This form is to be used by people who wish to apply for a licence on behalf of a corporation wishing to carry out architectural work using the term 'architect'.

If the corporation operates under a trading name, a Trading Name Approval form (Form 05) must also be completed.

Responsible Architect/s

Licensed corporations are required to ensure all architectural work is done under the direct control and supervision of at least one registered architect, and that a minimum of one registered architect has the ultimate responsibility for the architectural work of the corporation. For more information please see Information Sheet 05 – Responsible Architect which can be downloaded from the Board's website.

Licensed corporations must at all times ensure that their responsible architect/s are:

- a director or employee of the corporation; and
- currently registered with the Architects Board of WA.

Notifications to the Board

Following licensing, corporations must inform the Board in writing of any changes to recorded details relating to the licensed corporation. This includes:

- change of name
- changes in contact details;
- changes in insurance cover;
- changes in directors;
- changes in responsible architects;
- amendments to the constitution;
- changes in whether the corporation is practising architecture or not; and
- de-listing of the corporation.

Please use Form 08 – Notification of Change of Recorded Details which can be downloaded from the Board's website.

Professional Indemnity Insurance

Professional indemnity insurance is required for corporations. You must provide a copy of the certificate of currency to the Board.

Display of Licence

The Board recommends licensed corporations clearly display licence certificates and their licence number on all correspondence and advertising.

Annual Renewal of Licence

The current renewal period is from 1 July 2011 to 30 June 2012.

Fees

Application Fee -	\$250 (GST free)
Licence Fee -	<u>\$350</u> (GST free)
Total fees payable -	<u>\$600</u> (GST free)

In the event the application is declined, the licence fee of \$350 will be refunded.

Privacy laws and use of this information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the register may be provided to other registration authorities and to the public.

Further Information

Please contact the Board if you require further information.



ABWA use only

Date Received	Date Approved	Fees Paid	Receipt No.	Licence No.	Date Annual Cert Sent
/ /	/ /	\$			/ /

Application for Corporation Licence**Form 06****1 July 2011****Corporation Details**

Name _____

Trading Name (if applicable) _____

ABN _____

ACN _____

Address _____

Postcode _____

Contact Person _____

Phone _____

Fax _____

Mobile _____

Email _____

Website

Contact details for the corporation can be made available via the Search the Register function on the Board's website if you wish.

- I would like the corporation's address, phone number and email address to be made available on the Board's website.

Professional Indemnity Insurance

Professional indemnity insurance is required for licensed corporations.

- A copy of the certificate of currency is attached.

Details of Directors/Officers

Director/Officer 1

Full Name

Address

ABWA Registration Number (if applicable)

1. Have you been convicted of any offence in this state or elsewhere which has not been dealt with by a spent conviction order?

Yes No

2. Do you have any prosecutions pending against you?

Yes No

3. Have you previously been registered as an architect?

Yes No

4. If you answered yes to question 3:

- (a) has your registration ever been suspended or cancelled?

Yes No

- (b) have you ever been dealt with for misconduct?

Yes No

- (c) are there any unresolved complaints pending against you?

Yes No

5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for contravention to the *Architects Act 1921*, the *Architects Act 2004*, a regulation made under either of those Acts or any comparable statutes in any other jurisdictions?

Yes No

6. Are there any other matters which may be relevant to your suitability as a Director of a licenced architectural corporation about which the Board should be informed?

Yes No

If you have answered 'yes' to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

Signature

Director/Officer 2

Full Name

Address

ABWA Registration Number (if applicable)

1. Have you been convicted of any offence in this state or elsewhere which has not been dealt with by a spent conviction order?

Yes No

2. Do you have any prosecutions pending against you?

Yes No

3. Have you previously been registered as an architect?

Yes No

4. If you answered yes to question 3:

- (a) has your registration ever been suspended or cancelled?

Yes No

- (b) have you ever been dealt with for misconduct?

Yes No



(c) are there any unresolved complaints pending against you?

Yes No

5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for contravention to the Architects Act 1921, the Architects Act 2004, a regulation made under either of those Acts or any comparable statutes in any other jurisdictions?

Yes No

6. Are there any other matters which may be relevant to your suitability as a Director of a licenced architectural corporation about which the Board should be informed?

Yes No

If you have answered 'yes' to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

Signature

Director/Officer 3

Full Name

Address

ABWA Registration Number (if applicable)

1. Have you been convicted of any offence in this state or elsewhere which has not been dealt with by a spent conviction order?

Yes No

2. Do you have any prosecutions pending against you?

Yes No

3. Have you previously been registered as an architect?

Yes No

4. If you answered yes to question 3:

(a) has your registration ever been suspended or cancelled?

Yes No

(b) have you ever been dealt with for misconduct?

Yes No

(c) are there any unresolved complaints pending against you?

Yes No

5. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for contravention to the Architects Act 1921, the Architects Act 2004, a regulation made under either of those Acts or any comparable statutes in any other jurisdictions?

Yes No

6. Are there any other matters which may be relevant to your suitability as a Director of a licenced architectural corporation about which the Board should be informed?

Yes No

If you have answered 'yes' to any of the above, excluding question 3, please provide details in a sealed envelope and submit with this application.

I certify that the information supplied by me on this form is true and correct.

Signature

Please attach separate pages for additional Directors.

Responsible Architects

By signing below, the architect/s accepts that all architectural work done by the licensed corporation is being done under their direct control and supervision, and consents to be nominated as an architect with ultimate responsibility for the architectural work of the corporation.

Full Name

Registration Number

I consent to this nomination

Signature

Full Name

Registration Number

I consent to this nomination

Signature

Full Name

Registration Number

I consent to this nomination

Signature

Full Name

Registration Number

I consent to this nomination

Signature

Please attach a separate page for additional nominations.

Constitution

If you are establishing a new corporation, the Board has a model constitution that complies with the Architects Act 2004 which is available for purchase.

Please note that adoption of the Board's model constitution is voluntary. Contact the Board office to purchase a model constitution.

1. Has the corporation adopted the Board's model constitution?
Yes go to Supporting Documentation Required section
No go to question 2.
2. Does the corporation's constitution contain any professional indemnity insurance provisions?
Yes go to question 3
No go to Supporting Documentation Required section
3. Are the insurance provisions consistent with the Architects Act 2004 and Architects Regulations 2005 (see page 7 for relevant sections of the Act and Regulations)?
Yes go to Supporting Documentation Required section
No go to question 4.
4. Does the constitution include an overriding provision which clarifies that any inconsistency would not remove the corporation's obligations to comply with the Architects Act and Regulations?
Yes go to Supporting Documentation Required section
No Please contact the Board office

Supporting Documentation Required

Please attach the following documents to this application form (assemble in the order as listed).

- ASIC Certificate of Registration of Company;
- ASIC Company Statement that lists all company directors (can be downloaded from the ASIC website);
- Curriculum vitae for all directors;
- Copy of the certificate of currency for professional indemnity insurance; and
- Copy of corporation constitution (if not using Architects Board of WA model constitution).



Declaration by Applicant

I,

Full Name of Applicant

sincerely declare that this application is true and correct and I know that it is an offence to make a declaration knowing that it is false or misleading in a material particular.

Signature

Date

Submission of Application

The Board accepts electronic documents, so this application form and supporting documents can be provided to the Board as original documents or via electronic transmission i.e. facsimile or email.

Payment

Fees can be paid using one of the following methods.

Cheque

Send cheque or money order made payable to the Architects Board of WA.

Credit Card

Visa MasterCard

Card Number

Expiry Date

Name on Card

Amount Payable \$600

Cardholder's Signature

Date

Cardholder's Daytime Phone Number

In Person

Cash, credit card and EFTPOS payments can be made at the Board office between 9am and 4:30pm Monday to Friday.

Relevant Sections from the *Architects Act 2004* and *Architects Regulations 2005****Architects Act 2004***

- 32. Conditions on grant of licences or renewal of licences**
- (1) The Board may grant a licence or renew a licence subject to the conditions that the Board specifies.
 - (2) Without limiting subsection (1), the Board may impose as a condition of the grant of a licence or the renewal of a licence —
 - (a) a requirement to give the Board advice or information about the registered person who has ultimate responsibility for the architectural work done by the corporation;
 - (b) that insurance cover be in effect in respect of the corporation's civil liability for anything done or omitted by the corporation as an architect; and
 - (c) that the insurance cover be of a standard or for an amount prescribed by the regulations.
- 54. Information about insurance**
- (1) A registered person or a licensed corporation must give the Board the information that is prescribed by the regulations in relation to the insurance cover that is in effect in respect of the person or corporation.
 - (2) The information referred to in subsection (1) must be given by the time that is prescribed by the regulations.

Architects Regulations 2005

- 17. Amount of insurance cover**
- For the purposes of sections 30(2)(b) and 32(2)(c), the minimum amount of insurance cover is \$1 000 000.
- 19. Information about insurance cover — licensed corporations**
- (1) For the purposes of section 54(1), the information in relation to the insurance cover that is in effect in respect of a licensed corporation is a document from the insurer or a broker showing —
 - (a) the period in respect of which the insurance cover is in effect;
 - (b) the amount of the insurance cover; and
 - (c) the categories of persons in respect of whose acts and omissions the insurance cover applies.
 - (2) The time for giving the Board information mentioned in subregulation (1) is —
 - (a) in the case of the initial grant of the licence, 28 days after the day on which the licensed corporation is advised of the grant of the licence;
 - (b) in the case of a renewal of a licence, 14 days after the day on which the licensed corporation is advised of the renewal; and
 - (c) in any case where the insurer, the period of insurance or the amount or type of cover is changed after the period mentioned in paragraph (a) or (b), 14 days after the change occurs.