



ARCHITECTS BOARD OF WESTERN AUSTRALIA

Application for Re-licence as an Architectural Corporation

Form 07
1 July 2010

Use of this Form

This form is to be used by people who wish to apply for re-licence on behalf of an architectural corporation in Western Australia.

Change of recorded details

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.

Professional Indemnity Insurance

Professional indemnity insurance is required for corporations. You must provide to the Board a copy of the certificate of currency as part of the licence renewal process.

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.

Fees

Restoration of Name to the Register fee	\$25-\$55 (GST free)
Renewal of Licence Fee	\$430* (GST free)
Overdue fees	as applicable

Please contact the Board office to determine the fees payable for your situation.

* The current renewal period is from 1 July 2010 to 30 June 2011.

Payment Method

Payment of fees can be made by:

- cheque or money order made payable to Architects Board of Western Australia;
- Visa or Master Card; or
- cash or EFTPOS at the Board's office.

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 Re-licence as an Architectural Corporation

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Corporation Details

Corporation Name _____

Trading Name (if applicable) _____

ABN _____

ACN _____

Street Address _____

Postcode _____Postal Address (if different from above) _____

Postcode _____Please indicate preferred address for
correspondence and publication in the register Street Postal

Contact Person _____

Phone _____

Fax _____

Mobile _____

Email _____

Professional Indemnity Insurance

Professional indemnity insurance is required for
corporations. Copy of the certificate of currency is
attached.

Corporation Structure

1. Has the corporation's constitution changed
since leaving the Register?Yes No

If 'Yes' please provide details

2. Have there been any changes to the
business and financial structure of the
corporation since leaving the Register e.g.
change of directors?Yes No If 'Yes' please complete "Form 08 –
Notification of Change to Recorded Details".3. Have there been any changes to the
person/s who will have ultimate responsibility
for the architectural work to be done by the
corporation i.e. responsible architects?Yes No If 'Yes' please complete "Form 08 –
Notification of Change to Recorded Details".

Website and Communications

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 preferred
address, phone number and email address
to be made available on the Board's website. I am happy for the Board to communicate via
email e.g. Board newsletters, renewal of
licence information etc.



Supporting Documentation Required

Please attach the following documents to this application form:

- Details of any changes to the corporation's constitution (if applicable);
- Form 08 – Notification of Change of Recorded Details (if applicable); and
- Copy of professional indemnity insurance certificate of currency.

Declaration by Applicant

The following declaration must be signed in the presence of a person qualified to witness Statutory Declarations (e.g. Justice of the Peace, registered architect or equivalent).

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 in a material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Signature

Date

Declared at

Witness

Full Name

Qualification

Signature

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

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.