



# ARCHITECTS BOARD OF WESTERN AUSTRALIA

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## Application for Registration in Western Australia under Mutual Recognition

Form 02  
22 July 2014

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### Use of this Form

This form is to be used by people wishing to apply for registration as an architect in Western Australia, who are already 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 which is available from the Board's website.

### Mutual Recognition

Under the Mutual Recognition Act of the Commonwealth a person who is registered to practise an occupation in one State or Territory is entitled to practise an equivalent occupation in another State or Territory, after notifying the local registration authority. The State of Western Australia has adopted this Act, and consequently a person is entitled to be registered as an architect in Western Australia if he or she is a registered architect in another State or Territory.

The State of Western Australia has also adopted the Trans-Tasman Mutual Recognition Act of the Commonwealth which allows a person who is registered to practise an occupation in Australia to practise an equivalent occupation in New Zealand after notifying the local registration authority and vice versa. Consequently, a person registered as an architect in New Zealand is entitled to be registered in Western Australia.

Mutual recognition does not affect any requirements of a jurisdiction that regulate the ongoing activities of persons registered to practise an occupation. Consequently, a person registering as an architect in Western Australia under mutual recognition has to comply with Western Australian disciplinary provisions and renewal of registration requirements such as holding professional indemnity insurance and

maintaining a satisfactory level of knowledge, skill and competence in the practice of architecture.

### Professional Indemnity Insurance

Professional indemnity insurance is required for practising architects, 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 and a letter from your employer naming you as an insured employee (if applicable). The certificate of currency must show the amount (minimum \$1,000,000) and period of cover.

### Continuing Professional Development

The Board has to be satisfied that a person has maintained a satisfactory level of knowledge, skill and competence in order to renew their registration. For more information please refer to Information Sheet 02 – Continuing Professional Development Framework (available from the Board's website).

### Certificate of Registration

The Board recommends registered architects clearly display registration certificates and their registration number on all correspondence and advertising.

### Change of recorded details

Following registration, if there is any change to your recorded details, such as a change in name, contact details and insurance cover, you must inform the Board. Please use Form 08 – Notification of Change of Recorded Details which is available from the Board's website.

You are also required to contact the Board if your circumstances change and you are no longer practising architecture, or if your qualifications have been withdrawn or cancelled.

## Annual Renewal of Registration

The current renewal period is from  
1 July 2014 to 30 June 2015.

### Fees

Application Fee -	\$142 (GST free)
Registration Fee -	<u>\$204</u> (GST free)
Total fees payable -	<u>\$346</u> (GST free)

In the event your application is declined, the registration fee of \$204 will be refunded.

### Payment Method

Payment of application and registration fee (\$346) can be made by:

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

### 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.	Registration No.	Date Annual Cert Sent / /
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# Application for Registration in Western Australia under Mutual Recognition

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22 July 2014

## Personal Details

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name (Known as) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender Female  Male

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Name of Business or Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

## Current Registration

Please list all jurisdictions in which you are currently registered as an architect.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please submit with your application a letter from the registration authority in your home jurisdiction that verifies your registration details. The letter must not be more than one month old.

## Academic Qualifications

Academic Qualification \_\_\_\_\_

Institution \_\_\_\_\_

Date Conferred \_\_\_\_\_

Have you successfully completed any of the following Architects Accreditation Council of Australia (AACA) processes?  Yes  No

If Yes, which process did you complete?

- Review of Academic Equivalence
- Review of Graduate Equivalence
- National Program of Assessment

What was the date of your successful completion of the AACA process listed above?  
\_\_\_\_\_

## Architectural Practice Examination

Place of Completion \_\_\_\_\_

Date of Completion \_\_\_\_\_

### Fitness to Practise

1. Has your registration ever been cancelled or suspended due to disciplinary action in any of the jurisdictions where you hold registration?

Yes  No

2. Are you the subject of any disciplinary action or in any other way prohibited or restricted from practising architecture in any of the jurisdictions where you hold registration?

Yes  No

3. Have any conditions been imposed on your existing registration in any of the jurisdictions where you hold registration?

Yes  No

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

### Professional Indemnity Insurance

Professional indemnity insurance is required for practising architects in Western Australia. You must provide a copy of the certificate of currency showing the amount (minimum \$1,000,000) and period of cover.

- I have attached a copy of the certificate of currency from my insurer; or
- I have attached a letter from my employer naming me as an insured employee and a copy of their certificate of currency.

### Website

Your contact details can be made available via the *Search the Register* function on the Board's website.

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

## Supporting Documentation Required

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

- Certified\* copy of drivers licence or passport;
- Letter from registration authority in your home jurisdiction (no older than one month); and
- Copy of professional indemnity insurance certificate of currency and letter from employer (if applicable).

\* Documents can be certified by a Justice of the Peace, architect, doctor, lawyer, pharmacist, bank manager or equivalent.

### Declaration by Applicant

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

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.

I certify that the letter from the registration authority is an original or a complete and accurate copy of the original.

I authorise the Board to make enquires and exchange information with other registration authorities regarding my existing registration.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

### Witness

Full Name \_\_\_\_\_

Qualification \_\_\_\_\_

Signature \_\_\_\_\_

## Submission of Application

As this application contains a declaration made under the *Oaths, Affidavits and Declarations Act 2005*, the original application form must be submitted to the Board i.e. facsimile or scanned documents will not be accepted.

## 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

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Card Number

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Expiry Date

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Name on Card

\$346

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Amount Payable

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Cardholder's Signature

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Date

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Cardholder's Daytime Phone Number

### In Person

Cash, credit card and eftpos payments can be made at the Board's office between 9:00am and 4:30pm Monday to Friday.