



Appointment of a Registered Architect to be a Nominee for a Company or Partnership in the ACT

Architects Act 2004, S92

This approved form is to be used for companies and partnerships who wish to advertise and provide architectural services by appointing a registered Architect under the *Architects Act 2004*. This application will not be considered unless it is complete and all supporting documentation provided.

All supporting documentation must:

- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

For detailed information on eligibility criteria please refer to [Architects Registration](#) on the www.planning.act.gov.au website.

Privacy Notice

The personal information on this form is provided to the ACT Environment and Planning Directorate (EPD) to enable the processing of your application. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislations administered by EPD. The [Information Privacy Policy Annex](#) contains information in regard to what information EPD collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found on the [EPD website, under the "About Us" menu.](#)

Section A — Company/Partnership Details

Name _____

Contact Person _____

Business Address _____

Suburb _____ State _____ Postcode _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone Number (Business Hours) _____ Fax _____

Mobile Number _____ Email _____

Section B — Architect

An Architect is a person registered under the *Architects Act 2004* to provide architectural services. Architectural service means a service provided in connection with the design, planning or construction of buildings that is ordinarily provided by architects. For a company or partnership to advertise and provide architectural services, they must appoint a registered Architect to be nominee.

Section C — Nominee

Name _____ Registration _____

I agree to being appointed as a Nominee for the above referenced company or partnership in relation to any architectural services. I understand my responsibilities as required under the *Architects Act 2004*.

Signed _____ Date _____

Please select if Primary Nominee

Section D — Director/Partner Declaration

Name _____ Registration _____

As director of the company (or partner if a partnership) I declare that the information contained in or attached to this notification is complete and true to the best of my knowledge and hereby appoint the nominee as referenced above.

Signed _____ Date _____

Section E — Consent and Application Declarations

I,

*Insert name, address and occupation of person making the declaration.
Must be a Director of Company, or Partner of Partnership*

make the following declaration:

1. I declare:

- a) that I make this application to the ACT Architects Board to appoint nominee/s and that all statements, and the information/documents provided in support of the application, is/are accurate, true and correct.

2. I authorise and consent:

- a) to the Architects Board, Architects Registrar and EPD to make enquiries of, and exchange information with, the relevant regulatory authorities of any Australian State or Territory, or other country, regarding my registration and practice as an Architect or otherwise regarding matters relevant to this application.
- b) to receive information from the Architects Board, Architects Registrar and EPD relevant to my registration electronically.

3. I acknowledge:

- a) that the Architects Board, Architects Registrar and EPD may validate documents provided in support of this application or wish to confirm my identity.

- b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted or additional fees being applied as per the statutory instrument authorising fees to be taken under the *Architects Act 2004*.
- c) that the Architects Board has the legal right to refuse the application for appointment as nominee.

4. Should I be issued with an architects registration I undertake:

- a) to comply with the *Architects Act 2004* and the codes, standards and guidelines relevant to my registration when providing, or offering to provide, a relevant architectural service.

5. I believe that the statements (1 - 4) in this declaration are true and correct.

Signature of Director/Partner _____ Date ____/____/____

Section F — Payment Details

View the [fees and charges booklet](#) for licence applications for more information.

Upon lodgement of your application you will be required to pay an application assessment fee. This fee is **non-refundable**. You will be provided with a notice of decision in relation to your application. If your application is approved a registration term fee will be payable prior to the issue of your licence. Please note that additional fees may apply if you submit an incomplete application without required supporting documents.

Section G — Lodgement and Contact Information

Environment and Planning Directorate website www.planning.act.gov.au

Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Email: epdcustomerservices@act.gov.au