

## Application for Registration as an Architect – Victoria

Architects Regulation 42 Schedule 2

Please complete and return to  
ARBV Level 7, 372 Albert Street  
East Melbourne VIC 3002

Architects  
Registration Board  
of Victoria

**This application form consists of five pages, all of which must be completed.**

**1. NAME** Title (Mr, Mrs, Ms etc)

Family Name.....

Given Name(s).....

**2. PREVIOUS OR OTHER NAMES** If you have ever been known by any other name, please give details

.....

**3. PLACE AND DATE OF BIRTH**

State.....

Country..... Day/Month/Year / /

**4. ADDRESS AND CONTACT INFORMATION**

- Please complete part (a) and parts (b), (c) if relevant.
- Please indicate which address you wish to use for the published Register by ticking the appropriate box

**(a) Personal Residential Address**

**Address for Register** (please tick one)

.....  
.....  
..... Postcode.....

**(b) Postal Address** (if different from Residential Address) or as above

.....  
.....  
..... Postcode.....

**(c) Business Address** or as in (a) above

.....  
.....  
..... Postcode.....

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(d) Telephone : Business..... Fax:.....
Home .....
Email.....

5. EDUCATION AND PRACTICAL EXPERIENCE

- (a) Architecture Qualification.....
(b) Where Completed.....
(c) Date of completion / /

OR

- (d) Equivalent Qualification .....
(e) Date of Satisfying Board requirements for professional and practical experience / /

(Please provide the date you satisfactorily completed the Architectural Practice Examination here):

Note: Architectural or equivalent qualifications must be approved by the Board. All architectural experience must be to the satisfaction of the Board

5A. CLASS OF REGISTRATION

Please indicate class of registration applied for (tick one)

- (a) Practising Architect [ ] Practising Architects must have PI insurance cover
(b) Retired or Non-Practising Architect [ ]

5B. PROOF OF PROFESSIONAL INDEMNITY INSURANCE COVER (To be completed by Practising architects)

Please provide the following information on your professional indemnity insurance:

- (a) name of insurance company
(b) policy number
(c) date of issue ..... expiry date.....
(d) level of indemnity (Must be not less than \$1m)
(e) is the insurance held in your name? YES/NO
(f) is the insurance held by your employer/company/partnership? YES/NO
(g) if YES to the question in paragraph (f) please provide the name or title of your employer/company/partnership

(h) Please attach a Certificate of Currency for the policy.

6. REGISTRATION HISTORY

(1) In Australia :

(a) Have you ever been previously registered as an architect ? YES / NO

(b) Has your registration ever been suspended or cancelled ? YES / NO

(c) Have you ever been disciplined for misconduct ? YES / NO

(d) Have you ever been a member of a firm or company convicted of breaching the Architects Act 1958 or the Architects Act 1991 or a regulation under either of those Acts ? YES / NO

If you have answered YES to any of the above, please give details here or attach a separate page.

(2) If you have registered or otherwise practised as an architect outside of Australia please provide details of the registering authority, if any, and the period of registration (where applicable) and practice.

(3) Do you consent to the Architects Registration Board of Victoria seeking a confidential report from the relevant Registration authority ? YES / NO

7. ARCHITECTURAL PARTNERSHIPS AND COMPANIES

Please list all architectural partnerships and architectural companies of which you have been or are currently a member(ie: partner) or director :

BUSINESS NAME ADDRESS DATE(S)

.....

.....

8. FITNESS TO PRACTICE

Have you ever been convicted of an indictable offence in Victoria, or an offence which if committed in Victoria would have been an indictable offence ? YES / NO

Do you have any such matter pending against you ? YES / NO

If you have answered YES, please give details here, or attach a separate page.

9. DECLARATION

The following declaration must be signed in the presence of a Justice of the Peace, Commissioner for Affidavits or other person qualified to witness Statutory Declarations.

*I solemnly and sincerely declare that this application and declaration is true and correct in every particular and I make it in the belief that a person making a false declaration is liable to the penalties for perjury.*

Signature : .....

Name : .....

Declared at .....

in the State of .....on this .....day of .....20

before me .....(Signature of witness)

Full name and address of witness and qualification to take a declaration:

.....  
.....  
.....

Postcode.....

Note: Persons who may witness the signing of statutory declarations are listed in Section 107A of the **Evidence Act 1958**.  
(A list of such persons is attached)

Fees for registration:  
Application fee: \$112.75 plus either: Practising fee \$179.50 OR non-practising fee \$41.  
**PLEASE COMPLETE THE ATTACHED FEE INVOICE AND RETURN WITH YOUR APPLICATION.**

**Privacy laws and collection of personal information.**

The information collected on this form is required by the Architects Act 1991 (as amended 2004) and the Architects Regulations 2004 (amended 2005) for the purposes of registration as an architect. Some of this information may be published in the Register of Architects. Some of this information may be provided to other Architects Boards in other jurisdictions if you apply to register in another jurisdiction.

All parts of the registration form should be completed correctly. Failure to do so may result in delayed or refused registration. The contents of this form are contained in the *Architects Regulations 2004*.



Persons who may witness the signing of statutory declarations

Note 1 – A person who willfully and corruptly makes a false statement in a statutory declaration is liable to the penalties of perjury (s.141 of the Act). Penalty Imprisonment for not more than 5 years. (s.143 of the Act)

Note 2 – Qualifications

A statutory declaration under the Evidence Act 1958 (as amended) (“the Act”) may be made only (s.107A of the Act) before:

a person who is in the following list;

- a. a justice of the peace;
- b. a bail justice;
- c. a public notary;
- d. a barrister of the Supreme Court;
- e. a solicitor of the Supreme Court;
- f. a clerk to a barrister of the Supreme Court;
- g. a clerk to a solicitor of the Supreme Court;
- h. the prothonotary of the Supreme Court;
- i. a deputy prothonotary of the Supreme Court;
- j. the registrar of the County Court;
- k. a deputy registrar of the County Court;
- l. the principal registrar of the Magistrates’ Court;
- m. a registrar of the Magistrates’ Court;
- n. a deputy registrar of the Magistrates’ Court;
- o. the registrar of probates;
- p. an assistant registrar of probates;
- q. the associate to a judge of the Supreme Court;
- r. the associate to a judge of the County Court;
- s. the secretary of a master of the Supreme Court;
- t. the secretary of a master of the County Court;
- u. a person registered as a patent attorney under Part XV of the Patents Act 1952 of the Commonwealth;
- v. a member of the police force;
- w. the sheriff;
- x. a deputy sheriff;
- y. a member or former member of either House of the Parliament of Victoria;
- z. a member or former member of either House of the Parliament of the Commonwealth;
- aa. a councillor of a municipality;
- bb. a senior officer of a Council as defined in the Local Government Act 1989;
- cc. a registered medical practitioner within the meaning of the Medical Practice Act 1994;
- dd. a registered dentist within the meaning of the Dental Practice Act 1999;
- ee. a veterinary practitioner;
- ff. a pharmacist;
- gg. a principal in the teaching service;
- hh. the manager of an authorised deposit-taking institution;
- ii. a member of the Institute of Chartered Accountants in Australia, the Australian Society of Accountants or the National Institute of Accountants;
- jj. the secretary of a building society;
- kk. a minister of religion authorised to celebrate marriages;
- ll. a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who hold office in a statutory authority with such a classification;
- mm. a fellow of the Institute of Legal Executives (Victoria)