



# FAQs: Registration Renewal – Annual Fees

## 1. Who needs to pay annual fees?

Architects registered in the practising class, approved companies and approved partnerships must pay annual fees, pursuant to the *Architects Act 1991*.

Architects registered in the non-practising class are not required to pay annual fees.

## 2. When are annual fees due?

Annual fees are due on 1 July each year for the registration period ending 30 June the following year.

Architects Registration Board of Victoria (ARBV) will notify architects, companies and partnerships once payments can be made. The fees can be paid from the end of May each year via the ARBV website portal.

## 3. How much are annual fees?

Annual fees for the registration period commencing 1 July 2019 are:

Architect – Practising	\$296.20
Approved Company	\$444.30
Approved Partnership	\$370.25

Annual fees are subject to change each financial year.

## 4. What if I am only registered for part of the year?

While the *Architects Act 1991* makes no provision for fees to be pro-rated or reduced for architects or approved companies and partnerships registered for part of the registration year, the ARBV will not require architects who are granted registration in May or June 2019 to pay annual fees again until 1 July 2020.

## 5. How can I pay annual fees?

Payment can be made by:

- Credit Card or PayPal via the ARBV website portal [www.arbv.vic.gov.au](http://www.arbv.vic.gov.au) at Sign In
- Cheque – mailed to: ARBV  
Level 7, 372 Albert Street  
EAST MELBOURNE 3002

## 6. What happens if I don't pay my annual fees?

If you don't pay your annual fees by 1 July, ARBV may consider suspending your registration, pursuant to the *Architects Act 1991*. This means that you will be taken not to be registered under the Act and will not be able to use the title 'architect' or provide architectural services.

If an approved company or approved partnership fails to pay its annual fees, ARBV may consider suspending its approval.

## **7. How do I log in to the ARBV website portal to make my payment?**

- i. Visit ARBV website [www.arbv.gov.gov.au](http://www.arbv.gov.gov.au)
- ii. At the top right-hand side of the home page, click 'Sign In'
- iii. Enter your username and password
- iv. Once logged in, click 'Manage Profile'
- v. Select 'Invoices' to go to the payment screen
- vi. Make your payment using credit card or PayPal

Your username is your registration number or the company or partnership's approval number. Architect registration numbers start with '1' and company and partnership approval numbers start with '5'. For further information see the ARBV Website Portal FAQs.

## **8. What if I am the architect director of an approved company or the architect partner of an approved partnership?**

Annual fees are required to be paid by architects registered in the practising class, as well as approved companies and partnerships. There are separate annual fees payable for each – the amounts are noted in 3. above. This means some architects will make two payments of annual fees – one as an individual registration, and a second for an approved company or partnership.

ARBV will notify approved companies and partnerships of the requirement to pay annual fees via emails to the architect director or architect partner.

## **9. Can I pay annual fees for my registration and my approved company / partnership together?**

No. You will need to log in to each profile on the ARBV website portal and pay the invoices separately.

## **10. I am having trouble accessing the ARBV website portal, what should I do?**

Please see the ARBV Website Portal FAQs. If you are still having trouble, please contact the ARBV office on 03 9417 4444 or via [registrar@arbv.vic.gov.au](mailto:registrar@arbv.vic.gov.au)

## **11. I have received an annual fees invoice, but I no longer want to be registered in the practising class. What do I do?**

You need to apply to change your class of registration. Applications can be made via email to [registrar@arbv.vic.gov.au](mailto:registrar@arbv.vic.gov.au). Please include your full name and registration number when making your request.

## **12. Do I need to provide proof that I am covered by professional indemnity (PI) insurance when I pay my annual fees?**

You must supply the ARBV with your PI insurance Certificate of Currency within two weeks of the policy expiry, or if your employer has changed and you are covered by a new policy.

If this occurs at the same time as you are paying annual fees, you must provide this information to ARBV. See <https://www.arbv.vic.gov.au/for-architects/pi-insurance/> for more information.

## **13. Do I need to provide evidence of continuing professional development (CPD) when I am paying my annual fees?**

No. Evidence that you have completed CPD does not have to be provided for the 1 July 2019 to 30 June 2020 registration period.

Please note that ARBV will require architects registered in the practising class to make a declaration as to the completion of CPD from 1 July 2020. Please monitor the ARBV website for further updates.