

**NORTHERN TERRITORY OF AUSTRALIA
BUILDING PRACTITIONERS BOARD**

APPLICATION FOR OWNER-BUILDER CERTIFICATE

SECTION 1 PERSONAL DETAILS

Please complete personal details for ALL REGISTERED OWNERS of the property where the building works will be undertaken. If there are more than 2 owners please photocopy this page and attach to the application. A company or a Trust can NOT apply for an owner-builder certificate.

APPLICANT 1

FAMILY NAME (Surname)			
GIVEN NAME (First Name)		OTHER NAMES (Middle Names)	
PREFERRED NAME		BIRTH FAMILY NAME (Maiden)	
GENDER	[] Male [] Female	DATE OF BIRTH	
PHONE NUMBER (b/h)		PHONE NUMBER (a/h)	
FAX NUMBER		MOBILE NUMBER	
EMAIL			
RESIDENTIAL ADDRESS			
POSTAL ADDRESS			

APPLICANT 2

FAMILY NAME (Surname)			
GIVEN NAME (First Name)		OTHER NAMES (Middle Names)	
PREFERRED NAME		BIRTH FAMILY NAME (Maiden)	
GENDER	[] Male [] Female	DATE OF BIRTH	
PHONE NUMBER (b/h)		PHONE NUMBER (a/h)	
FAX NUMBER		MOBILE NUMBER	
EMAIL			
RESIDENTIAL ADDRESS			
POSTAL ADDRESS			

SECTION 2 TYPE OF APPLICATION

Please indicate type of application

NEW

OR

RENEWAL

 Existing Owner/Builder Certificate Number

SECTION 3 DETAILS OF PROPERTY

Please provide a current (within the last 28 days) title certificate for the property where work will be undertaken.

LOT NUMBER		LOCATION eg Town of Darwin	
ADDRESS			

SECTION 4 DETAILS OF PROPOSED BUILDING WORKS

Please provide SPECIFIC details of proposed building works (see note below)

NOTE:

An OWNER-BUILDER CERTIFICATE is required to build a new house (Class 1a(i) single detached dwelling) or extensions to an existing house, with the value of works over \$12,000. This includes carports and verandahs etc (Class 10 structures) attached to the house and built at the same time as the house, and retaining walls related to the structural integrity of the house.

The construction of new duplexes/townhouses (Class 1a(ii)) or flats/units (Class 2) or extensions to these buildings with the value of works over \$12,000 cannot be undertaken by an owner-builder and **MUST BE** undertaken by a REGISTERED BUILDING CONTRACTOR.

SECTION 5 NT OWNER-BUILDER MANUAL DECLARATION

At least one of the applicants must have read and understood the Northern Territory Owner-Builder Manual.

The Declaration **on page 27 of the Northern Territory Owner-Builder Manual** must be signed by one of the applicants and attached to this application.

SECTION 6 PAYMENT OF FEES

An application fee is applicable. The fee is payable either by cheque made payable to the "Receiver of Territory Monies" (RTM), by credit card or cash (DO NOT SEND CASH VIA MAIL).

Payment Details

A cheque for \$..... is enclosed OR

Please debit my credit card for the sum of

- Visa
- Mastercard

.....
Credit Card Number

.....
Expiry Date

.....
Name of Cardholder

.....
Signature

Office Use Only	
Receipt No:	Date:
Amount: \$	Rec'd by:

SECTION 7 DECLARATION

This declaration must be made by all owners of the property. If there are more than 2 owners please photocopy this page and attach to the application.

I/We (insert full names)

being the owner/s of the property where owner-builder work will be undertaken being:

.....
(insert address of property)

do solemnly and sincerely declare that the contents of this application form and the following statements are true and correct, and I/we understand that providing a false declaration is an offence under section 48E (3) of the *Building Act* with a penalty of \$10,000.

- I/We acknowledge that a building permit (issued by a building certifier) is required prior to commencement of the work;
- I/We acknowledge that the building certifier is to be provided with a Section 69 Declaration issued by me/us, no later than 14 days after completion of the building work;
- I/We have not entered into an agreement to transfer ownership of the land to another person;
- I/We accept that failure to supply information required on this form may delay processing of this application.

Declared at this day of 20.....

.....
Signature of Owner

.....
Signature of Owner

.....
Signature of Witness

.....
Signature of Witness

Name and Address of Witness

Name and Address of Witness

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PRIVACY

The Building Practitioners Board of the Northern Territory collects the information on this form to determine whether or not you are eligible for an owner-builder certificate. This is authorised by the *Building Act*. Any information you provide is on a voluntary basis but is needed to process your application. Personal information provided in this registration application can be accessed by you. If you have any queries please contact the Registrar, Building Practitioners Board on 8923 9309.

SECTION 8 SUBMITTING

CHECKLIST - *Please ensure that you have provided the following:*

- [] Completed Form (Signed and Witnessed)
- [] Application Fee
- [] Search Certificate for Property (less than 28 days old)
- [] Declaration from the Northern Territory Owner Builders Manual (Page 27).

The completed form, attachments and fee should be addressed to The Registrar, Building Practitioners Board at the addresses below:

BY POST	LODGMET IN PERSON	
GPO Box 1680 DARWIN NT 0801	NT Build 12 Charlton Court, WOOLNER Ph: (08) 8923 9309	First Floor, Alice Springs Plaza 36 Todd St ALICE SPRINGS Phone (08) 8951 9235
	First Floor, Government Centre 5 First St KATHERINE Phone (08) 8973 8926	33 Leichhardt St TENNANT CREEK Phone (08) 8951 9235 (Alice Springs)