

## ▶ **PATHWAY 5**

### INITIAL REGISTRATION APPLICATION FORM

### **AUSTRALIAN REGISTERED ARCHITECTS**

**THIS COVER PAGE CONTAINS INFORMATION FOR THE APPLICANT, PLEASE READ BEFORE COMPLETING THE APPLICATION FORM**

#### **This application form is for:**

Architects who are currently registered (meaning able to practice at the time of application) in Australian states or territories. These Architects are entitled to be registered in New Zealand without having to be assessed, in accordance with the Trans-Tasman Mutual Recognition Act 1997 (TTMRA).

#### **A Pathway 5 application requires:**

- the form completed in full
- the required attachment(s) (certified where necessary)
- payment of the fee, which also covers the first Annual Certificate of Registration.
  - The Annual Certificate of Registration period is 1 July to 30 June and the fee for that period is NZ\$724.50, or
  - For new registrants only, applying between 1 August and 30 June, the fee is pro-rata. Contact NZRAB to enquire as to the fee applicable prior to submitting your application.

#### **Instruction on how to use this form:**

Ensure you are using the latest version of this application form from the NZRAB's website.

Download and save this form to your computer and then enter the details.

All questions must be answered. Enter N/A if this is appropriate.

Some boxes have a maximum number of characters and you may have to edit your text to fit. Do not enter text outside of the box space.

Read the small printed guidance notes in each section where included.

The application form must be filled out in full and the required attachments (certified where necessary) provided.

Note: Documentation requiring certification must be authorised by the same person witnessing your declaration on this form.

#### **All documentation:**

Include all documents in their original orientation to enable them to be read without changing the orientation of the view.

Include all documents in the same order as per the checklist provided.

The application form and supporting documents are to be provided to NZRAB as one A4, single sided, colour PDF document saved in Adobe Pro.

Remove this cover page prior to emailing your application form and required attachments. All other pages of the form must be sent to NZRAB.

#### **Email your application as one A4, single sided, colour, PDF in Adobe Pro to:**

info@nzrab.org.nz.

#### **Next Steps:**

On receipt of the documentation and the fee, NZRAB will work through some checking processes.

Communications with you will be by email. Your replies must be to the NZRAB office only.

You will be contacted should there be a query with your application or once your application has been completed.

## ▶ **PATHWAY 5 AUSTRALIAN REGISTERED ARCHITECTS**

### INITIAL REGISTRATION APPLICATION FORM

Database No. *(Office use only)*

#### ▶ **PERSONAL DETAILS** *Refers: Registered Architects Rules 2006, Schedule 1(a)*

Title (Mr, Ms, Miss)

First Name

Middle Name(s)

Last Name

Previous Last Name

*(Provide certified proof of name change  
e.g. deed poll, marriage certificate – certified by same  
person authorised to sign your statutory declaration)*

Preferred First Name

**Previous Application:**

Have you applied before?

Yes

No

Date if known

#### ▶ **PERSONAL CONTACT DETAILS** *(This is your private address.) Refers: Registered Architects Rules 2006, Schedule 1(b)*

Suite, Flat or Apartment No.

Street Address

Suburb

City / State

Post Code

*(Check that you are using the  
correct post code for your address)*

Country

Email: *Preferred*

Phone

Mobile

#### ▶ **PRACTICE OR COMPANY PHYSICAL ADDRESS** *(This is the physical address of your practice or work)*

Practice or Company Name

Suite or Unit No.

Street Address

Suburb

City / State

Post Code

*(Check that you are using the  
correct post code for your address)*

Country

Phone

Web Site www.

Work – Direct Dial

► **PRACTICE OR COMPANY POSTAL ADDRESS** *(This is the postal address of your practice or work if different from above)*

PO Box	
Suburb	
City / State	
Post Code	<i>(Check that you are using the correct post code for your address)</i>
Country	

► **DATE AND PLACE OF BIRTH** *Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(c)*

Date of Birth <i>(dd/mmmm/yyyy)</i>	
Country of Birth	
Nationality	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Decline to Answer

► **AUTHORISATION TO PUBLISH CONTACT DETAILS** *Refers: Registered Architects Act 2005, Sections 18 – 22, and Rules 2006 Schedule 18(1)(d)*

<p><i>The Registered Architects Act requires that every Architect's name, registration number, expiry date and any penalty imposed in the last 3 years must be made available to the public on a register. The NZRAB makes this information available at <a href="http://www.nzrab.nz">www.nzrab.nz</a>.</i></p> <p><i>In addition to assist the public choose a suitable Registered Architect, your practice name, phone numbers and email address can also be shown on the Register, if you wish.</i></p>	<p><i>Tick one box only</i></p> <p><input type="checkbox"/> I consent to have additional contact details available to the public via the NZRAB web register; or</p> <p><input type="checkbox"/> I consent to have additional contact details available to the public via the NZRAB web register, but not my email address; or</p> <p><input type="checkbox"/> Practice details only; or</p> <p><input type="checkbox"/> I do not want my contact details available to the public.</p>
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► **COMMUNICATIONS**

<p><i>Indicate the address you would prefer to receive communication from NZRAB.</i></p>	<p><i>Tick one box only</i></p> <p><input type="checkbox"/> Personal; or</p> <p><input type="checkbox"/> Practice or Company</p>
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► **TERTIARY QUALIFICATIONS** *Refers: Registered Architects Rules 2006, Rule 9(a)(i)*

List all your relevant tertiary qualifications: for example university degrees or diplomas. A check will be made of NZ recognised degrees. *(If more than two qualifications, list these on a separate piece of paper in the same format as below and insert that page behind this one.)*

Qualification	Qualification
Name of Institution	Name of Institution
Student No	Student No
Country	Country
Date Awarded <i>(dd/mmmm/yyyy)</i>	Date Awarded <i>(dd/mmmm/yyyy)</i>

► **REGISTRATION AS AN ARCHITECT IN OTHER JURISDICTIONS** *Refers: Registered Architects Rules 2006, 9(a)(ii)*

Provide details of registration (either current or previous) with any other registration authority. Attach certified proof of your current registration in at least one Australian jurisdiction (e.g. a letter from your State Registration Board advising that you are currently registered and able to practice as an Architect at the time of application). (The document must be certified by the same person authorised to sign your statutory declaration). Do not include membership organisations.

Registration Authority Name/s	Date of Initial Registration/s	Registration No/s	What is your current registration status there

► **RELEVANT COMPETENCY ASSESSMENTS** *Refers: Registered Architects Rules 2006, Rule 10(2)(a)(iii)*

(If applicable, list results from other competency assessments, for example Site Safety Passport).

► **CONVICTIONS** *Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(g)*

Provide details of any convictions by any Court, in New Zealand or elsewhere, for an offence punishable by imprisonment for a term of 6 months or more.

► **PHOTOGRAPHIC ID**

Attach a recent certified colour photographic ID with this application (e.g. current drivers licence, passport, etc). This ID must be colour, show your date of birth, contain a recent colour photograph of you and have an expiry date. The copy must be certified by the same person authorised to sign your statutory declaration.

► **FOR STATISTICAL PURPOSES**

How many New Zealand Registered Architects are employed in the practice you work in?

Tick your ethnicity

NZ European  
Maori  
Samoan

Cook Island Maori  
Tongan  
Niuean

Chinese  
Indian  
Decline to answer

Other:

▶ **ATTACHMENTS CHECKLIST** *(Tick boxes where applicable to you and then attach documents in the same order as below)*

- Each field in the application form is completed, even if this is N/A (Not applicable)
- Certified proof of change of name is attached (if applicable)
- Evidence of current registration as an Architect in other jurisdictions is attached
- Certified copy of current registration in Australia is attached
- Certified colour photographic ID is attached
- Advice on how the fee has been paid

▶ **FEE AND PAYMENT DETAILS** *Refers: Registered Architects Rules 2006, Schedule 2*

- The Annual Certificate of Registration period is 1 July to 30 June in any year and the fee for that period is NZ\$724.50, or
- For new registrants only, applying between 1 August and 30 June, the fee is pro-rata. Contact NZRAB to enquire as to the fee applicable prior to submitting your application. A link will also be provided at that time for payments via credit card.

A complete application includes the fee and the application will not be processed until the fee is received in full.

**Payment can be made by either of the following methods:**

Visa or MasterCard credit cards through the facility on the Board's website [www.nzrab.nz/store/](http://www.nzrab.nz/store/). In the 'extra info' box enter '**P5 TTMRA**' and your '**last name**'.

or

- Electronic transfer to: NZRAB – ASB – Key accounts, Wellington. Please use as a bank transfer reference '**P5 TTMRA**' and your '**last name**'.

**NZRAB BANK DETAILS:**

12	3192	0032560	00
Bank	Branch	Account	Suffix

**Note:** For payments made from overseas banks the Swift Code is **ASBBNZ2A**. Please instruct your bank that, in addition to your fee, you will also pay the bank charges for both your bank and the NZRAB's receiving bank in New Zealand.

Indicate the method of payment and date payment made:

Method of payment <i>(Tick one box only)</i>	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Electronic Transfer
Date payment made <i>(dd/mmmm/yyyy)</i>			

An invoice is not provided however, should you require a GST receipt, please request one in your covering email when submitting your application.

▶ **Remember to complete and include the checklist items above.**

▶ **Retain a copy for your records.**

**► DECLARATION** Refers: *Registered Architects Rules 2006, Rule 8 (2) (c) (i) and (ii)*

The following declaration must be completed and signed in the presence of a person authorised to witness Statutory Declarations (as below). All information on this page must be printed by hand in front of your authorised witness. Do not type any information on this page. This person must be independent of you (e.g. not a family member or friend).

**Applicant:**

I, (Print Full Name)

do solemnly and sincerely declare that:

- all the information contained in this application and the attachments is true and correct.
- a certified copy of my change of name is attached (if applicable).
- a certified copy of my current Australian registration/s is/are attached.
- a certified colour photographic ID is attached.
- I understand that the personal information supplied in this form has been collected for a lawful purpose connected with a function or activity of the NZRAB and it is necessary to collect this information for that purpose.
- I have met the required level of competency to be Registered on the New Zealand Registered Architects Register in accordance with the Registered Architects Act 2005.
- I will adhere to the Registered Architects Rules 2006; including the Code of Minimum Standards of Ethical Conduct for Registered Architects (attached).
- I make this solemn declaration conscientiously believing the same to be true and correct, by virtue of the Oaths and Declarations Act 1957.

Signature of  
Applicant:

Date:

**Authorised  
Witness:\***

I have taken the above declaration, checked and certified the copies of the documentation listed above.  
(The above listed documents must all be certified by the same authorised witness who signs this application form.)

Declared at (City):

This: \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

before me a:

*(\* Justice of the Peace/ Solicitor/ Lawyer  
or other person authorised to take  
a statutory declaration)*

Signature:

Print Full Name:

**An authorised person may be one of the following:**

- a registered Justice of the Peace
- a Lawyer
- a Notary Public
- a Police Officer authorised to take such declarations
- an authorised person at a New Zealand Embassy or High Commission

**For further information:**

**Visit** [www.nzrab.nz](http://www.nzrab.nz), **E-mail** [info@nzrab.org.nz](mailto:info@nzrab.org.nz), **Phone** +64 4 471 1336

## ► CODE OF MINIMUM STANDARDS OF ETHICAL CONDUCT FOR REGISTERED ARCHITECTS

(Source: Registered Architects Rules 2006, part 3, applicable from 1 January 2018)

### 46. Uphold the law

A registered architect must abide by the laws and professional codes of ethics and conduct in force in the countries and jurisdictions in which the architect performs professional activities.

### 47. Honesty and fairness

A registered architect must perform the architect's professional activities with both—

- (a) honesty; and
- (b) fairness.

### 48. Professional judgement

A registered architect must exercise unprejudiced and unbiased professional judgement.

### 49. Skill, care, and diligence

- (1) A registered architect must perform the architect's professional activities with reasonable skill, care, and diligence.
- (2) A registered architect who becomes aware that the architect's professional advice has not been followed, and considers that a failure to follow that advice may lead to significant harm, damage, or financial loss, must advise the recipient of the advice of the potential consequences.

### 50. Obligations to report on risk

If a registered architect has reasonable grounds to believe that an architectural matter with which the architect is professionally involved could put the safety of any person at risk, the architect must bring the matter to the attention of the appropriate person or authority.

### 51. Misrepresentation

A registered architect must not represent or promote the architect's capability, business, or professional services and activities in a false, fraudulent, misleading, or deceptive manner.

### 52. Conflicts of interest

A registered architect must—

- (a) avoid any significant conflict of interest; or
- (b) manage any significant actual or potential conflict of interest and disclose it to all relevant parties.

### 53. Abuse of authority

A registered architect must not abuse the architect's professional authority.

### 54. Malicious criticism

A registered architect must not maliciously or in bad faith criticise or attempt to discredit another registered architect or another registered architect's practice.

### 55. Conflicts of professional appointment

If a registered architect, acting in the architect's own capacity or representing a practice, is approached to provide professional services in relation to a project, and the architect knows that another registered architect has a current agreement for services for that project, the architect must notify the other registered architect.

### 56. Remuneration and inducements

A registered architect, in respect of the architect's professional activities,—

- (a) must be remunerated solely by the fees and benefits specified in the architect's written terms of appointment or employment agreement; and
- (b) must not offer or accept any significant inducement that creates, or may create, a conflict of interest; and
- (c) must not offer any significant inducement to procure an agreement for services or gain an unfair advantage.

### 57. Professional reputation

A registered architect must—

- (a) build the architect's professional reputation on the merits of the architect's own performance; and
- (b) acknowledge the contributions of others to projects where those contributions are significant.

### 58. Competence

A registered architect must—

- (a) actively maintain the currency of the architectural knowledge and skills that are relevant to the architect's work; and
- (b) perform only architectural work for which the architect is competent, or obtain appropriate support to ensure that the work is completed to a competent standard; and
- (c) if the architect tasks others to do architectural work, ensure that their work is appropriately supervised so that the work is completed to a competent standard.

### 58A. Terms of appointment

- (1) A registered architect must provide professional services only if—
  - (a) written terms of appointment appropriate to the commission or services to be undertaken have been provided; and
  - (b) the client, having agreed to the written terms of appointment, has provided an instruction to proceed.
- (2) The written terms of appointment must cover—
  - (a) the scope of the work; and
  - (b) the allocation of responsibilities; and
  - (c) any limitation of responsibilities; and
  - (d) fees, or any methods for calculating fees; and
  - (e) how billing will occur.

### 58B. Client communication

A registered architect must—

- (a) ensure that, where applicable, effective systems are in place during a commission to establish and monitor its quality, budget, cost estimates, and time line; and
- (b) advise the client in a timely manner of any significant issues that arise, or are identified, at any time during the commission.

### 58C. Confidentiality

A registered architect must observe the confidentiality of their clients' affairs and must not disclose confidential information without the prior consent of the client unless required by law to do so.

### 58D. Registration status of others

A registered architect who owns, manages, or controls a practice must ensure that nothing is done by the practice that creates, or may create, the impression that an unregistered person working for the practice is a registered architect.