

## ► PATHWAY 4

### INITIAL REGISTRATION APPLICATION FORM

### FORMER NEW ZEALAND REGISTERED ARCHITECTS

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

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

Applicants who have previously been a Registered Architect in New Zealand.

#### **Pre-application advice:**

Applications close at 5.00pm on the intake close off date stated on the NZRAB's website.

Late applications will not be accepted.

The application form and supporting documents can be sent prior to the intake close off date. Payment must be made at the same time the application is sent.

Should an application, including its supporting documents, not be completed in full, and/or full payment not be received, processing may be held up or the application may not be accepted.

#### **A Pathway 4 application requires:**

- the form completed in full
- the required attachments (certified where necessary)
- the payment of the fee of NZ\$1,250.00 (GST included).

#### **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 type outside of the box space provided.

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.

Electronically bookmark the first page of your application form and the first page only of each section of your attachments. Use the same title of the sections referred in the application form.

Any documents not in the English language must be translated by an authorised translator into English. All documents must also be provided in their original language and the English translation.

All documents requiring certification must be certified on every page by the same authorised witness who signs your statutory declaration on this application form.

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

**Email your application as one A4, single sided, colour, PDF in Adobe Pro to:** [registration@nzrab.org.nz](mailto:registration@nzrab.org.nz).

#### **Next steps:**

On receipt of the application document and the fee, NZRAB will check that everything is correct.

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

You will be advised of when your interview will take place. Prior to the interview, the Assessors may ask for further information from you.

During your interview you will be required to demonstrate that you have sufficient knowledge of architectural practices and procedures in New Zealand.

#### **Afterwards:**

At the conclusion of the interview you will be sent an email explaining what happens afterwards.

Your Assessors will make a recommendation to the Board; the Board will consider the Assessors recommendation at its next meeting. You will be advised of the outcome in writing following the Board meeting.

Most importantly, afterwards please don't contact your Assessors directly for any reason.

## ▶ **PATHWAY 4 | FORMER NEW ZEALAND 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 the same person authorised to sign your statutory declaration)
Preferred First Name	

<b>Previous Registration:</b>	Number:	Date if known
-------------------------------	---------	---------------

#### ▶ **PERSONAL CONTACT DETAILS** *(This is your private address.) Refers: Registered Architects Rules 2006, Scheduled 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: <i>Preferred</i>	
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	(Check that you are using the correct post code for your address)
Country	

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

Date of Birth (dd/mmmm/yyyy)	
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 & Rules 2006 Schedule 1(d)*

<p>The Registered Architects Act 2005 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>.</p> <p>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.</p>	<p>Tick one box only</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>
--	--

► **COMMUNICATIONS**

<p>Indicate the address you would prefer to receive communication from NZRAB.</p>	<p>Tick one box only</p> <p><input type="checkbox"/> Personal; or</p> <p><input type="checkbox"/> Practice or Company</p>
---	---

► **REGISTRATION AS AN ARCHITECT IN OTHER JURISDICTIONS** *Refers: Registered Architects Rules 2006, Rule 10(2)(a)(ii)*

List all of your current and previous architectural registrations/licences and attach certified proof of your registration as an Architect in other jurisdictions. Do not include membership organisations.

Registration Authority Name/s	Register Web Address	Date of Initial Registration/s	Registration No/s	What is your current registration status

► **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 six months or more.

► **CLAIMS**

Provide details of any legal claims or disputes or commercial settlements as a result of architectural work that you have done which may be relevant to your competence.

► **TERTIARY QUALIFICATIONS** *Refers: Registered Architects Rules 2006, Rule 10(2)(a)(i)*

List all your relevant tertiary qualifications: for example university degrees or diplomas. A check will be made of NZ recognised degrees.

Attach a certified copy of your tertiary qualification(s) to this application. If more than two qualifications, please include these on a separate piece of paper in the same format as below and insert that page behind this one. If the tertiary qualification is not from an NZRAB recognised tertiary institute then an academic transcript of the courses undertaken in obtaining the tertiary qualification must be provided.

All tertiary qualifications and academic transcripts must be provided in their original language along with an English translation of each document. The English translation must be provided by an authorised translator. Each page of each of the tertiary qualifications and academic transcripts must be certified by the same authorised witness who signs your statutory declaration on this application form.

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

I authorise the NZRAB to verify recognised New Zealand degrees with the granting institutions. *(Must be signed by hand)*

Print Full Name	Signature:
-----------------	------------

► **REFEREES** *Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(e)*

Record the contact details of two independent referees. "Independent" means not a family member or friend. The referees should be employers, clients or consultants. In addition, one or both referees must not be from your current normal place of work. An NZRAB Board member, QEAP member or Assessor cannot be a referee. That apart, you are entitled to nominate whoever you wish. Do not send written references.

Name	
Relationship	
Phone	
Email	
Name	
Relationship	
Phone	
Email	

► **WORK HISTORY** *Refers: Registered Architects Rules 2006, Rule 11 (1)*

Provide details of employment (architectural or otherwise) spanning the last five years, with the most recent first. All sections must be answered. *(Provide additional pages in the same format as below if more is needed and insert behind this page).*

Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (or present)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)

## ► CONTINUOUS EMPLOYMENT Refers: Registered Architects Rules 2006, Rule 11 (1)

Indicate if you have not worked continuously in a full-time position\* for the past 5 years in New Zealand

☐ I have not worked full-time in New Zealand for the past five years.

(\*Full time is notionally, more than 35 hours per week for no less than 45 weeks per year)

If you ticked the box above, provide brief details of absence from work, for example overseas, maternity leave, part-time work/study, etc

## ► PROJECT PORTFOLIO NZRA Initial Registration Policy

Attach a portfolio of architectural projects that you worked on either when you were a New Zealand Registered Architect or that you worked on overseas since your New Zealand registration was cancelled. At least one project must be of work in New Zealand.

The Project Portfolio must contain the following information about four to six Complex Architectural Projects, as defined below (at least two projects must be built work only), with a maximum of two pages only per project.

1. Project Name
2. Location
3. Building Type
4. Cost
5. Job Title with explanation of role on project team
6. Project date of completion
7. Project Description; briefly describing the project (include photographs/drawings) and identifying the architect's role and responsibilities across the stages of the project (maximum 500 words).

**Complex Architectural Project Definition:** Typically a project of medium scale or larger that requires the skill and knowledge to deliver the resolution and integration of complicated aspects including but not limited to siting, planning, structure, services, materials, composition and configuration. A complex project is demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements and requires the integration of cultural, social, environmental and technical issues.

## ► CURRICULUM VITAE Refer: Registered Architects Rules 2006, 9(b)

Attach your CV with a record of all your work history and practical experience. Include month/year started and finished with each employer and if the work was full-time or part-time. If part-time indicate approx. hours per week.

## ► PROFESSIONAL DEVELOPMENT ACTIVITY

If more than five, include these on a separate piece of paper in the same format as below and insert behind this page.

What and Where	Date	Statement about the value of the activity to you

### ► FOR ARCHITECTS WHO HAVE BEEN PRACTISING OVERSEAS

Provide a statement about **what you have done** to update your knowledge about changes to practice in New Zealand, **or** provide a statement about **what you intend to do** to update your knowledge about changes to practice in New Zealand

### ► PHOTOGRAPHIC ID

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

### ► DISABILITY

Inform the Board in writing and provide evidence of any disability that you would like considered in the assessment process.

### ► 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) is attached
- ☐ Certified proof of change of name (if applicable) is attached
- ☐ Evidence of registration as an Architect in other jurisdictions (if applicable) is attached
- ☐ Certified copy of each of your tertiary qualification(s) and academic transcripts is attached
- ☐ Project Portfolio is attached
- ☐ Curriculum vitae is attached
- ☐ Certified colour photographic ID is attached
- ☐ Evidence of any disability (if applicable) is attached
- ☐ Advice on how the fee has been paid *(Credit card/direct credit)*

► **FEE** *Registered Architects Rules 2006, Schedule 2*

The fee for a Pathway 4 Former New Zealand Registered Architect application is **NZ\$1,250.00** incl GST. 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 **'P4'** and your **'last name'**.

or

- Electronic transfer to: NZRAB – ASB – Key accounts, Wellington. Please use as a bank transfer reference **'P4'** 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**. 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 (Tick one box only)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Electronic Transfer
Date payment made			

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 relative, partner 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 qualification/s is/are attached.
- a certified copy of my colour photographic ID is attached.
- 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 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.
- and I make this solemn declaration conscientiously believing the same to be true, and 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 [registration@nzrab.org.nz](mailto:registration@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.