

Application for renewal of registration as an adjudicator

Section 52(4B) – Construction Contracts (Security of Payments) Act 2004

1.	I (full name)			
	Of (full address)			
	Apply to renew registration as a registered adjudicator for the purposes of the Construction Contracts (Security of Payments) Act 2004 ¹ .			
2.	Enclosed is the prescribed application fee of Insert amount equivalent to 115 revenue units (for current revenue unit amount, go to the Northern Territory Government website ² .			\$
3.	Date of birth		Place of birth	
4.	I am a fit and proper person to be granted registration.			
5.	Have you been registered as an Adjudicator previously? Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.	If yes, please provide your Adjudicator Number:			
7. Qualifications				
My qualifications are as follows (mark with an X all those that are applicable and attach copies of qualifications):				
Degree from a university or other tertiary initiation in Australia:		X (if applicable)	Outline the details of the qualification	
Architecture				
Building				
Building Surveying				
Construction				
Engineering				
Law				
Project Management				

¹ <https://legislation.nt.gov.au/en/Legislation/CONSTRUCTION-CONTRACTS-SECURITY-OF-PAYMENTS-ACT-2004>

² <https://nt.gov.au/employ/money-and-taxes/taxes,-royalties-and-grants/territory-revenue-office/revenue-units>

Quantity Surveying		
An equivalent qualification from a university or other tertiary institution outside Australia		
8. Memberships		
I am eligible for membership of the following bodies (mark with an X all those that are applicable and attach copies of membership certificates):		
Organisation	X (if applicable)	Outline the details of the membership
Australian Institute of Building		
Australian Institute of Building Surveyors		
Australian Institute of Project Management		
Australian Institute of Quantity Surveyors		
Law Society Northern Territory		
The Resolution Institute		
The Institute of Engineers, Australia		
The Royal Australian Institute of Architects		
Building Act	X (if applicable)	Outline the details of the registration
I am registered under the Building Act 1993 ³ in the category of building contractor		
9. Experience and training		
I have the following experience and training:		
Experience requirement	Period	Outline the details of the experience
Period of experience in administering construction contracts		
Dispute resolution relating to construction contracts		

³ <https://legislation.nt.gov.au/en/Legislation/BUILDING-ACT-1993>

Training	Yes/No	Outline the details of the training and provide evidence of satisfactory completion of training	
Requirement to have successfully completed a training course that, in the opinion of the Registrar, qualifies the person to be an adjudicator under the Act			
10.	I: <ul style="list-style-type: none"> a) am not an undischarged bankrupt b) have not applied to take the benefit of a law for the relief of bankrupt or insolvent debtors c) have not compounded with creditors or made an assignment of my income for the benefit of my creditors d) am not disqualified, and am not aware of any reasons that might disqualify me, from registration under a law of a State or Territory in a profession mentioned in the table in clause 5 of this application. 		
11.	I have attached a signed and completed application for a criminal history check in my name.		
Applicant's declaration			
I declare that the details given in this application and any attachments are true and correct.			
Applicant's signature*		Date*	

Further information

Email your completed form and attachments to the Construction Contracts Registrar
agdpolicyconstruction.contracts@nt.gov.au

Privacy Statement & Collection Notice

By submitting this form, you agree and acknowledge that the information provided by you in this form, including any attachments, may be used by the Registrar and Registry staff in the performance of their functions under the *Construction Contracts (Security of Payments) Act 2004 (NT)*. You further agree and acknowledge that the information provided by you in this form, including any attachments, may also be used by the Attorney-General's Department, in accordance with the *Information Act 2002 (NT)*, the Information Privacy Principles, the Department's [Privacy Policy](#) and the below Collection Notice. Where you are submitting this form to the Department, you are responsible for ensuring any documentation you provide, only contains information you are prepared to have shared, unless you state otherwise before providing such information.

Privacy Collection Notice	
<i>Who are we and how can you contact us</i>	Your personal information is being collected by the Attorney-General's Department (ABN 84 085 734 992). Contact details: Privacy Officer Attorney-General's Department GPO Box 1722 DARWIN NT 0801 Phone: 08 8935 7668 Email: Policy.AGD@nt.gov.au
<i>What is in this notice</i>	This notice describes how we collect and handle your personal information. It includes: <ul style="list-style-type: none"> • what is personal information; • the reasons we collect and use that personal information; • the kind of personal information we collect; • what would happen if your personal information was not provided; • who we share your information with; • how to contact us or the Northern Territory Office of the Information Commissioner (OIC) about our privacy practices. <p>You should also read our Privacy Policy, Collection Notices and any terms and conditions we may have, as they may contain more information about the ways we collect, hold, use and share personal information.</p>
<i>What is personal information?</i>	Personal information is information by which a person's identity is reasonably ascertainable. This can include a person's name, age, gender, employment history, past experience and training, residential address, contact details, sensitive information, and health information.
<i>Why is your personal information being collected</i>	The Department is accessing, collecting, managing, confirming, and disclosing your personal information for the purpose of determining your application for appointment as an adjudicator under Part 4 of the <i>Construction Contracts (Security of Payments) Act 2004</i> (NT) (the Act) including: <ul style="list-style-type: none"> • to assess your application, including liaising with you; • to administer, renew, and update your registration; • to record information on a public register which is published online; • any other information required by the Department, or under the Act and its Regulations; • for a related secondary purpose; • as otherwise required or authorised by law.
<i>What information we collect</i>	We collect your personal information about you when you engage with us, including by submitting this form. Personal information we collect from you includes but is not limited to: <ul style="list-style-type: none"> • information about your identity, such as your full name, position title, signature, and contact details (including your address, email, phone number and mailing address);

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	<ul style="list-style-type: none"> • your skills and qualifications; • your past experience, training and membership(s); • information contained in identity documents (for example, your driver's licence or passport); • your response to the declaration(s) relating to criminal convictions, being an undischarged bankrupt, seeking relief from bankruptcy, debtors, or creditors, being disqualified or aware of reasons to lead to disqualification, or anything else required under the applicable declarations sought by the Department; • additional personal information as required to satisfy the eligibility requirements for appointment as an adjudicator under the Act and its Regulations; • internal administrative purposes, including liaising with you in relation to your application; • any feedback you provide.
<p><i>What would happen if your personal information was not collected?</i></p>	<p>Your information is provided voluntarily, however, if you chose not to provide your information, we will not be able to process your application.</p>
<p><i>To whom will your personal information be disclosed?</i></p>	<p>Your personal information will be disclosed and shared within the Department, to the Registrar and the Registry staff. If required, we may make enquires and exchange information with other Northern Territory Government agencies, or other States, Territories, the Commonwealth and/or any other third party for the purpose of assessing your application, your ongoing eligibility to be registered, for compliance purposes and/or to process any payments due to you.</p>
<p><i>Access to and correction of personal information and complaints</i></p>	<p>To access or correct (where you can establish your information is inaccurate, incomplete, or not up to date) your personal information we hold about you, or if you wish to make an enquiry or complaint, please contact the Department's Privacy Officer at the contact information provided above in this notice.</p> <p>If you are not satisfied with our response or if you have not received a response within a reasonable time, you can lodge a complaint with OIC. For more information, or to get advice, visit the OIC website at www.infocomm.nt.gov.au.</p>