

## Pathway 8 Initial Registration Application Form

Applicants who are MRA architects from the United Kingdom

Please read this introductory information **before** completing the application form.

**Citizenship eligibility requirements:** Applicants are not required to establish citizenship of, or a particular immigration status / permanent residency status in any of the countries party to the Mutual Recognition Agreement with the Architects' Registration Board of the United Kingdom.

This application form is for applicants who:

- are currently registered / licensed and in good standing with the UK ARB;
- did not achieve registration / licensure by means of a foreign reciprocal licensing agreement / arrangement;
- have not been subject to a disciplinary sanction in relation to their UK registration within the last five years nor subject to current disciplinary proceedings;
- have secured ARB prescribed qualifications at Part 1, Part 2 and Part 3 level, which will be confirmed by ARB on a certificate of eligibility. An architect is also an eligible UK to New Zealand architect if they have:
  - secured accredited Australian or New Zealand qualifications issued by schools of architecture in Australia or New Zealand, and have secured equivalence at UK Part 1 and Part 2 level, having undertaken assessment by ARB (such as the Prescribed Examination);
  - and secured an ARB-prescribed qualification issued by a school of architecture in the United Kingdom at Part 3 level;
  - and completed successfully any additional requirements of NZRAB, *or*
  - secured UK prescribed qualifications at Part 1 and Part 2;
  - and completed successfully any additional requirements of NZRAB.

A Pathway 8 application requires from the applicant:

- the UK ARB is required to provide on the applicant's behalf a UK to NZ Eligibility Certificate / Certificate of Architectural Education confirming that the qualifications held are within scope of the Mutual Recognition Agreement. The applicant needs to arrange for this to happen **before** completing this application form. Further details can be found on the ARB's website [here](#);
- the form completed in full;
- the required attachments (certified where necessary);
- the payment of the fee (GST included), which covers the first Annual Certificate of Registration:
  - the Annual Certificate of Registration (ACR) period is 1 July to 30 June, and the fee for that period is NZ\$724.50.

## Instructions on completing this application form

Please ensure you are using the latest version of this application form prior to sending in your application.

**All questions must be answered.** Write 'n/a' to any questions that do not apply. You should also read the small-print guidance notes in each section where this information has been included.

Download and save this form to your device, and then enter the details. Alternatively, you may wish to print out the application form and complete it by hand.

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

### Supporting documentation

All documents should be included in their original orientation to enable them to be read without changing the printable view.

Remove these cover pages prior to emailing your completed application form and supporting documents.

Email your completed application as one combined PDF document to [info@nzrab.org.nz](mailto:info@nzrab.org.nz).

### Next Steps

On receipt of the fully completed application form, required attachments (certified where necessary) and the ACR fee, NZRAB will work through some checking processes.

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

# Pathway 8 Initial Registration Application Form

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## Personal Details

<b>Title</b> (e.g., Mr, Ms, Miss)		
<b>First Name</b>		
<b>Middle Names(s)</b>		
<b>Last Name</b>		
<b>Previous Name(s)</b> (provide certified proof of name change, e.g., deed poll or marriage certificate)		
<b>Prefer to be known by</b>		
<b>Gender</b> (tick one box only)	<input type="checkbox"/>	MALE
	<input type="checkbox"/>	FEMALE
	<input type="checkbox"/>	NON-BINARY
	<input type="checkbox"/>	OTHER
	<input type="checkbox"/>	DECLINE TO ANSWER

(tick one of the boxes above)

## Date and Place of Birth

Reference: Registered Architects Rules 2006, Rule 8 & Schedule 1(c).

<b>Date of Birth</b> (format: DD/MM/YYYY)		<b>Country of Birth</b>	
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## For Statistical Purposes

Please indicate your ethnicity below. Tick as many boxes that apply.

**Mark as  
appropriate**

**Mark as  
appropriate**

<input type="checkbox"/>	NZ European / Pākehā	<input type="checkbox"/>	Fijian
<input type="checkbox"/>	NZ Māori	<input type="checkbox"/>	Australian
<input type="checkbox"/>	Samoan	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Cook Island Māori	<input type="checkbox"/>	Japanese
<input type="checkbox"/>	Tongan	<input type="checkbox"/>	Indian
<input type="checkbox"/>	Niuean	<input type="checkbox"/>	Southeast Asian
<input type="checkbox"/>	Tokelauan	<input type="checkbox"/>	British

	Irish		Greek
	Welsh		Russian
	Scottish		American
	Spanish		Latin American
	German		Canadian
	Italian		Middle Eastern
	French		African
	Other (write response below)		Decline to answer

### Photographic ID

Please attach a certified colour photographic ID with this application (e.g., current driver's licence or passport).

**Mark this box**

<b>Certified colour photographic ID provided with this application</b>	
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### Previous Application

**Mark one box only**

<b>Have you applied to the NZRAB before under a different pathway (route) to registration?</b>	<b>YES</b>		<b>NO</b>	
<b>If 'yes', provide the year of previous application and registration pathway number?</b>				

### Personal Contact Details

This is your private residential address.

<b>Suite, Flat or Apartment no.</b>	
<b>Street Address</b>	
<b>Suburb</b>	
<b>City / State</b>	
<b>Zip / Post Code</b>	
<b>Country</b>	
<b>Preferred Email</b>	

<b>Daytime Telephone</b> (if different from mobile)	
<b>Mobile</b>	

### Practice or Company Address

This is the physical address / location of your practice or workplace, if applicable.

<b>Practice or Company Name</b>	
<b>Suite or Unit no.</b>	
<b>Street Address</b>	
<b>Suburb</b>	
<b>City / State</b>	
<b>Zip / Post Code</b>	
<b>Country</b>	
<b>Work Email</b>	
<b>Work Telephone</b>	
<b>Website</b>	

### Practice or Company Postal Address

This is the postal address of your practice or workplace, if different from above.

<b>PO Box no.</b>	
<b>Suburb</b>	
<b>City / State</b>	
<b>Zip / Post Code</b>	
<b>Country</b>	

### Authorisation to Publish Contact Details

Reference: Registered Architects Act 2005, Sections 18 — 22.

<b>The Registered Architects Act requires that every architect's name, registration number, expiry date and any penalty imposed in the last three years must be available to the public on a register. The NZRAB makes this information available at <a href="http://www.nzrab.nz">www.nzrab.nz</a>.</b>	<b>Mark ONE box only</b>	
	<input type="checkbox"/>	I consent to have additional contact details available to the public via the NZRAB web register; or
	<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

<b>In addition, to assist the public choose a suitably Registered Architect, your practice name, phone number and email address can also be shown on the Register, if you wish.</b>		Practice details only; or
		I do not want my contact details available to the public.

### Communications

<b>Indicate the address you would prefer to receive communications from the NZRAB.</b>	<b>Mark ONE box only</b>	
		Personal; or
		Practice or Company.

### Board Newsletter

<b>From time to time, the Board issues a newsletter bulletin to its members. Would you like to be subscribed to the NZRAB's comms list? (You can change this at anytime).</b>	<b>Mark ONE box only</b>	
		YES;
		NO.

### Tertiary Qualifications

Reference: Registered Architects Rules 2006, Rule 10(2)(a)(i).

List all your relevant tertiary qualifications. Please also include **certified** copies of your qualification certificates.

<b>Qualification 1</b>	
<b>Name of Institution</b>	
<b>Country</b>	
<b>Year Awarded</b>	
<b>Date Transcript Issued</b>	

<b>Qualification 2</b>	
<b>Name of Institution</b>	
<b>Country</b>	
<b>Year Awarded</b>	
<b>Date Transcript Issued</b>	

<b>Qualification 3</b>	
<b>Name of Institution</b>	
<b>Country</b>	
<b>Year Awarded</b>	
<b>Date Transcript Issued</b>	

### Curriculum Vitae

Reference: Registered Architects Rules 2006, Rule 9(b).

Please attach your Curriculum Vitae with a record of your work history and practical experience.

**Mark this box**

<b>Evidence provided with this application</b>	
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### UK Registration / Licensure

Please provide details of your current UK registration / licensure, any other registrations / licensure that you have and any previous registrations / licensure. **Do not include membership organisations.**

<b>Registration / Licensure Authority Name</b>	<b>Date of Initial Registration / Licensure</b>	<b>Registration no.</b>	<b>Current Registration / Licensure Status there</b>

**Mark this box**

<b>Please confirm that your UK registration / licensure was NOT by means of a foreign reciprocal licensing agreement / arrangement</b>	
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**Convictions**

Reference: Registered Architects Rules 2006, Rule 8 Schedule 1(g).

Provide details of any convictions by any court in any jurisdiction for an offence punishable by imprisonment for a term of six months or more.

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**Claims**

Reference: Registered Architects Rules 2006, Rule 8 Schedule 1(g).

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.

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**Checklist**

Complete the checklist below and remember to include all items that apply.

**Mark each box**

	Each field in the application form is completed, even if this is a 'n/a'
	Certified proof of change of name (if applicable) is attached
	Certified colour photographic ID is attached
	Certified qualification certificates are attached
	Curriculum Vitae is attached
	I have arranged for the UK ARB to forward the required documentation to the NZRAB
	I have advised how and when the ACR fee has been paid

**Submitting this form**

Email your completed application as one combined PDF document to [info@nzrab.org.nz](mailto:info@nzrab.org.nz).



**Declaration**

Reference: Registered Architects Rules 2006, Rule 8(2)(c)(i) & (ii).

The following declaration must be completed and signed in the presence of a person authorised to witness Statutory Declarations (a Justice of the Peace, Solicitor, Lawyer or other person certified to take Statutory Declarations). All information on the page must be printed by hand in front of the authorised witness.

**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 colour photographic ID is attached;
- a certified copy of my qualification/s is/are attached;
- I will adhere to the Registered Architects Rules 2006;
- I have read and will adhere to the Code of Minimum Standards of Ethical Conduct for Registered Architects 2018 (included as a reference at the end of this application form);
- 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 be certified by the same authorised witness, who signs this application form.

<b>Declared at (City)</b>				
<b>This</b>		<b>Day of</b>		<b>20</b>
<b>Before me a</b>				
<b>Signature</b>				
<b>Print Full Name</b>				

\* An **Authorised Witness** 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), email [info@nzrab.org.nz](mailto:info@nzrab.org.nz), telephone +64 4 471 1336 (select option 1 to speak with the Registration team).

### Payment Details

- The Annual Certificate of Registration (ACR) period is 1 July to 30 June in any year and the fee for that period is NZ\$724.50.
- 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 any of the following methods:

- Visa or MasterCard credit card payments through the facility on the Board's website at [www.nzrab.org.nz/store/](http://www.nzrab.org.nz/store/). In the 'extra info' box, please use 'P8' and your **full name** as the reference.
- Electronic transfer to: NZRAB — ASB — Key accounts, Wellington. As the bank transfer reference, please use 'P8' and your **full 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 need to pay the bank charges for both your bank and the NZRAB's receiving bank in New Zealand.

### Method of payment

Please indicate the payment method and date paid in the box below.

#### Mark as appropriate

	Visa
	Mastercard
	Electronic Transfer

Date payment made: .....

**An invoice is not automatically provided. However, should you require a receipt, please request one when submitting your application.**

## ► **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.