



## ► PATHWAY 1

### INITIAL REGISTRATION APPLICATION FORM

### QUALIFYING ARCHITECTURAL GRADUATES

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

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

- Applicants who hold a recognised qualification AND have the required work experience.

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

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

Late applications are not accepted.

The application form, required attachments and case study can be sent together any time prior to the intake close off date.

Payment should be made at the same time the application is sent to NZRAB.

Should any application and/or attached documentation not be completed in full then the application may be held up being processed or may not be accepted.

#### **A Pathway 1 application requires:**

- the application form completed in full
- the required attachments (certified where necessary)
- three memory sticks containing two files, one being application documentation and the other the case study
- the payment of the fee of:
  - if this is your first application – NZ\$1,200.60 incl GST, or
  - if this is your second or subsequent application – NZ\$600.30 incl GST.

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

Please ensure you are using the latest version of this application form from the Board's website prior to sending in your application.

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

All questions must be answered. Please write N/A if this is an appropriate response for you to any question in this form.

Some boxes have a maximum number of characters and you may have to edit your text to fit. Click in the blue shaded box and type; you may tab or click into the next box. Do not type outside of the box area provided.

Please also read the small printed guidance notes in each section where included. Please remove these cover pages of instructions prior to sending in your application, required attachments and case study. All other pages of this application form must be sent to NZRAB.

A hard copy of the original application form and all attachments (certified where necessary) must be provided in A4, colour, single sided to NZRAB. Do not staple or bind.

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

#### **Saving application information to pdf**

The application form and supporting documents are to be included as electronic copies and must be scanned in A4, colour as one separate file (document) saved to the same three USB sticks as the case study.

This document must have the pages in their original orientation to enable it to be read without the Assessors having to change the orientation of the view.

Bookmarks are to be included for the first page of the application form which shows your personal details and the first page of each section of supporting documents.

Where forms require signatures and/or certification, these are to be scanned with the signatures included.

The supporting documentation must be in the same order as the application form/checklist (e.g. application form, qualifications, project record forms, CV, professional development, client release letters, photographic ID).

Save the application form and supporting documents to the three USB sticks and label as 'Application Documentation (applicant's surname followed by the first name)'.

Before sending the USB sticks to NZRAB check that the document works when used on another pc.

#### **Please courier your application and required items to:**

The Administration Officer, NZRAB, Level 5, 79 Boulcott Street, Wellington, 6011.

Applicants are advised to do a courier track and trace. NZRAB will not advise of receipt.

**Next steps:**

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

All communications will be by email, some emails will require a response. All communications must be forwarded through the NZRAB offices only. Specifically, applicants must not contact their Assessors directly, for any reason, including after receiving the Board's decision.

Applicants may be asked to provide detail where missing from their application and attachments, if so, applications may be held up progressing further pending the information being provided. NZRAB recommend applicants check everything is fully completed as required before sending to NZRAB and make sure it arrives in plenty of time prior to the intake close off date to be checked. If there are issues the applicant must correct they may be required to send in another three memory sticks with the corrected information.

A formal acknowledgement will be emailed following the intake close off date. Information regarding the next steps in the process will be further detailed in that email.

NZRAB Assessors will be provided with a list of applicants names and asked to declare any potential conflicts of interest (this means if they have had any previous relationship on any level with any applicant, they will not be appointed as that applicants Assessor).

NZRAB will then commence planning the professional conversation timetable and following that applicants will be advised of their professional conversation date, time and venue (approx. 15–20 working days after intake close off date). General information regarding the meeting venue and facilities will be advised in that email.

At that time Assessors are sent application forms, supporting documentation and case studies and will commence their preliminary review and advise NZRAB (within approx. 7–10 working days) if everything is okay and nothing further is required or request applicant to email/courier specific additional information within a specified timeframe. NZRAB will advise all applicants if Assessors require anything further from them or not.

If applicants withdraw up to 5 working days prior to the professional conversation, they will receive a refund. Periods of less than 5 working days is at the discretion of the CE, NZRAB (e.g. such as illness or bereavement).

**Following the professional conversation:**

Applicants will not have any documentation returned to them, it will all be confidentially destroyed.

An NZRAB representative will be present at the professional conversations and will provide applicants with information advising what happens after that.

# ▶ **PATHWAY 1** | **QUALIFYING ARCHITECTURAL GRADUATES** INITIAL REGISTRATION APPLICATION FORM

Database No. *(Office use only)*

## ▶ **PERSONAL DETAILS**

Title (Mr, Ms, Miss)	
First Name	
Middle Name(s)	
Last Name	
Previous Last Name	<i>(Please provide certified proof of name change e.g. deed poll, marriage certificate)</i>
Preferred First Name	

<b>Previous Application:</b>	Have you applied before?	Yes	No	Date if known
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## ▶ **PERSONAL CONTACT DETAILS** *This is your private address*

Suite, Flat or Apartment No.	
Street Address	
Suburb	
City	
Post Code	<i>(Please <b>check</b> that you are using the correct post code for your address)</i>
Country	
Email: <i>Preferred</i>	
Phone	
Mobile	

## ▶ **PRACTICE OR COMPANY PHYSICAL ADDRESS**

Practice or Company Name	
Suite or Unit No.	
Street Address	
Suburb	
City	
Post Code	<i>(Please <b>check</b> that you are using the correct post code for your address)</i>
Country	
Phone	
Web Site	www.
Work – Direct Dial	

## ► PRACTICE OR COMPANY POSTAL ADDRESS

PO Box	
Suburb	
City	
Post Code	(Please <b>check</b> 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 (day/month/year)	
Country of Birth	

## ► AUTHORISATION Refers: Registered Architects Act 2005, Sections 18 – 22

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 [www.nzrab.nz](http://www.nzrab.nz).

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.

Tick one box only

I consent to have additional contact details available to the public via the NZRAB web register; or

I consent to have additional contact details available to the public via the NZRAB web register, but not my email address; or

I do not want my contact details available to the public.

## ► COMMUNICATIONS

Please indicate the address you would prefer to receive communication from NZRAB.

Tick one box only

Personal; or

Practice or Company

## ► 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.

Please attach a certified copy of all of your tertiary qualification(s) to this application (the copy must be certified by the same person authorised to sign your statutory declaration). (If more than two qualifications, please include these on a separate piece of paper in the same format as below.)

Qualification		Qualification	
Name of Institution*		Name of Institution*	
Student No*		Student No*	
Country		Country	
Date Transcript Issued/Year Awarded		Date Transcript Issued/Year Awarded	

\* = Compulsory information

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

Print Full Name:		Signature:	
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## ► MEMBERSHIP

Do you have current NZIA Graduate Membership?	Yes	No
Have you participated in the NZIA Graduate Development Programme?	Yes	No

## ► 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.

## ► 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.

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

Please record the contact details of two independent referees. "Independent" means not a family member. In addition, one referee must not be a business partner or your employer/manager and 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.

Name	
Phone	
Email	
Name	
Phone	
Email	

## ► PROJECT RECORD FORMS

Project Record Forms provided must be completed for 140 weeks (Option 1) or 260 weeks (Option 2). Forms must be completed and signed by the applicant. If applying under Option 1 a minimum of 45 weeks of the 140 weeks required experience must also be signed by the supervising New Zealand Registered Architect. If applying under work experience Option 2 then it is not mandatory that the supervising Architect signs the Project Record Forms. When filling in the Project Record Forms the weeks worked must be pro-rata and a standard working week is 40 hours. As a guide the standard number of working weeks in a year is 46, this allows for any public holidays, annual and sick leave. Project Record Forms are available at [www.nzrab.nz](http://www.nzrab.nz).

Number of Forms Included:

► **PRACTICAL EXPERIENCE** *Refers: Registered Architects Rules 2006, Rule 11(1)*

**You are required to provide details of all architectural employment and experience.** *All sections below must be answered.*  
*(Please provide additional sheets in the same format as below if more space is needed)*

Employer/Practice or Company	
Address	
Phone Number	
Position Held	
Date Commenced	Date Completed
Number of Weeks Worked	
Employer/Practice or Company	
Address	
Phone Number	
Position Held	
Date Commenced	Date Completed
Number of Weeks Worked	
Employer/Practice or Company	
Address	
Phone Number	
Position Held	
Date Commenced	Date Completed
Number of Weeks Worked	
Employer/Practice or Company	
Address	
Phone Number	
Position Held	
Date Commenced	Date Completed
Number of Weeks Worked	

► **CURRICULUM VITAE** *Refers: Registered Architects Rules 2006, Rule 9(b)*

Please include your CV with a record of all your work history and practical experience.

Evidence provided with this application.

► **PROFESSIONAL DEVELOPMENT** *Refers: Registered Architects Rules 2006, Rule 9(a)(iv)*

Please attach evidence, if any, of professional development activities undertaken in the last three years.

Evidence provided with this application.

Not applicable

## ► CASE STUDIES

Please attach a client release letter for each project which makes up your case study.

No. of projects and letters provided with this application:

## ► PHOTOGRAPHIC ID

Please attach a certified colour photographic ID with this application (e.g. current drivers licence, passport, etc). This ID must be colour, have a recent photograph of you and your date of birth).

## ► DISABILITY

Please inform the Board in writing and provide evidence of any disability that you would like considered during your assessment process.

Information and evidence of disability provided with this application.

Not applicable

## ► FOR STATISTICAL PURPOSES

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

Please tick your ethnicity

NZ European  
Maori  
Samoan

Cook Island Maori  
Tongan  
Niuean

Chinese  
Indian  
Decline to answer

Other:

## ► APPLICATION DOCUMENTATION CHECKLIST

Tick only those boxes where applicable to you.

I have downloaded the latest version of the application form from the Board's website prior to sending in my application and case study.

I have completed each field in the application form, even if this is N/A (Not Applicable).

I have included a certified copy of proof of my change of name if applicable.

I have included a certified copy of my tertiary qualification/s.

I have completed and included project record forms for: 140 weeks; **or** 260 weeks.

I have included a copy of my CV.

I have included evidence of any relevant professional development activities undertaken in the last 3 years, if applicable.

I have included a copy of a client release letter for each project (maximum of 3 projects) which makes up my case study.

I have included a certified colour photographic ID of myself (e.g. a current passport or drivers licence).

I have included evidence of any disability if applicable.

The word count in my case study is: \_\_\_\_\_

I have included the original of my application form and all accompanying documents in hard copy form to the NZRAB.

I have included three memory sticks and on each is a copy of my application documentation and case study saved as detailed.

## ► FEE

I have paid the application for initial registration fee of: \$1,200.60 incl GST, **or** \$600.30 incl GST (if a repeat application) on (date) \_\_\_\_\_, by the following payment method (tick one):

Credit card (VISA or MasterCard) through www.nzrab.nz; in the extra info box enter your '**last name**' and the code '**P1**'

Bank electronic funds transfer to NZRAB Account: ASB 12-3192-0032560-00.

Please reference your '**last name**' and the code '**P1**'; or

A cheque is attached made out to NZRAB.

## ► Please 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).

**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 from my authorised witness is/are attached.
- a certified copy of my colour photographic ID from my authorised witness is attached.
- I confirm that all commentary prepared for my case study is my own original work.
- 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 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.