



► **PATHWAY 3**

INITIAL REGISTRATION APPLICATION FORM

OFFSHORE ARCHITECTS WITH NEW ZEALAND EXPERIENCE

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

This application form is for architects from overseas who:

- have a five year tertiary architectural qualification
- are currently or were previously registered/licensed in another jurisdiction
- have seven years' relevant professional postgraduate experience
- have 12 months relevant professional experience in New Zealand in the last three years
- live in New Zealand
- are proficient in English.

A Pathway 3 application requires:

- the form completed in full
- the required attachments (certified where necessary)
- the payment of the fee of NZ\$632.50 (GST included).

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 to any question in this form.

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. Click in the blue shaded box and type; you may tab or click into the next box.

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

All documentation:

Please include all documents in their original orientation to enable the Assessors to read without changing the orientation of the view. Please bookmark your application and the first page of each section of your attachments.

Any documents not in the English language **must** be translated by an authorised translator into English and the certified copy of all documents must also be provided in their original language and the English translation.

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

Please email your application as one single, colour, PDF to: The NZRAB Administration Officer, info@nzrab.org.nz.

Next steps:

On receipt of the fully completed application form, required attachments (certified where necessary) and the required fee, NZRAB will review your application and, if it meets the prerequisite requirements, will schedule an interview.

The two to three hour interview will be with two experienced Architects, known as Registration Assessors. This may take up to eight weeks to co-ordinate. You will be advised by email of the meeting location, date and time.

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

All communications will be by email and must be made through NZRAB offices only. Specifically, applicants must not contact their Assessors directly for any reason.

After the interview:

At the conclusion of the interview, your Assessors will make a recommendation to the Board; and the Board will consider the Assessors recommendation at its next meeting. You will be advised of the outcome in writing following the Board meeting.

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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	(Please provide certified proof of name change e.g. deed poll, marriage certificate)
Preferred First Name	

Previous Application:	Have you applied before?	Yes	No	Date(s) if known
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▶ **PERSONAL CONTACT DETAILS** *This is your private address*

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

▶ **PRACTICE OR COMPANY PHYSICAL ADDRESS**

Practice or Company Name	
Suite or Unit No.	
Street Address	
Suburb	
City / State	
Post Code	(Please check that you are using the correct post code for your address)
Country	New Zealand
Phone	
Website	www.
Work – Direct Dial	

► PRACTICE OR COMPANY POSTAL ADDRESS

PO Box	
Suburb	
City / State	
Post Code	(Please check that you are using the correct post code for your address)
Country	New Zealand

► 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 TO PUBLISH CONTACT DETAILS Refers: Registered Architects Act 2005, Sections 18 - 22

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 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 communications from NZRAB.	<i>Tick one box only</i>
	Personal; or
	Practice or Company

► **TERTIARY QUALIFICATIONS** *Refers Registered Architects Rules 2006, Rules 10(2)(A)(i)*

List all your relevant tertiary qualifications; for example university degrees, diplomas and other additional tertiary qualifications. Please attach a certified copy of your qualification(s) and academic transcripts to this application. Where not in the English language all documents must also be translated by an authorised translator and both the original language and English translation of all documents must be provided. The copy should be certified by the same person authorised to sign your statutory declaration. If you have more than two qualifications, please include these on a separate piece of paper in the same format as below.

Qualification		Qualification	
Institution Name		Institution Name	
Institution Website	www.	Institution Website	www.
Student No		Student No	
Country		Country	
Date Transcript Issued/Year Awarded		Date Transcript Issued/Year Awarded	
Number of years of study		Number of years of study	

I authorise the NZRAB to verify tertiary qualifications with the granting institutions (Must be signed by hand)

Print Full Name	Signature:
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► **REGISTRATION ON OTHER REGISTERED ARCHITECT REGISTERS** *Refers: Registered Architects Rules 2006, Rule 10(2)(a)(ii)*

Attach certified copies of your registration certificates and/or current annual practising certificates/licences.

Country/State	Register Web Address	Registration Number	Date First Registered

► **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. The referees should be employers, clients or consultants. An NZRAB Board member, QEAP member or Assessor cannot be a referee and one referee must not be from your current normal place of work. That apart, you are entitled to nominate whoever you wish. Do not send written references.

Name	
Email Address	
Phone	
Name	
Email Address	
Phone	

► ARCHITECTURAL EXPERIENCE SINCE GRADUATION

You are required to provide details of employment and any other relevant work experience spanning at least seven years since you graduated. All sections must be answered. *(Provide additional sheets in the same format as below if more is needed).*

Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced	Date Finished

► ARCHITECTURAL EXPERIENCE IN NEW ZEALAND

Applicants must have at least 12 months relevant professional experience in New Zealand in the last 3 years.

Describe which of the work experiences listed above took place in New Zealand

► PROJECT PORTFOLIO

Please provide a portfolio of architectural projects that you have worked on either in New Zealand or overseas. 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.

Confirm that you have attached a Project Portfolio of examples of your work.

Tick if complete

Project Portfolio attached

► CURRICULUM VITAE

Attach your Curriculum Vitae (CV) outlining a chronological summary of your overall career history.

The CV should be arranged by the name of the architectural practice, period employed there including dates from/to, your position or role within the practice, name of the projects worked on, location, type of project, project value and your role in the project. Also identify within the CV where in your work experience you have covered the following:

- architectural design,
- building construction and materials,
- structures
- building environment and services,
- sustainability principles,
- design in an urban context,
- light timber framed construction, and
- seismic design.

► RESIDENT IN NEW ZEALAND

Confirm that you currently live in New Zealand

Yes, I live in New Zealand.

Please provide recent evidence of this, such as a bill, bank statement or other correspondence linked to your address.

► ENGLISH LANGUAGE ABILITY

Attach evidence of competence in the English language, where you have not studied at a New Zealand University or where the medium of instruction for your architecture qualification(s) was not English. The evidence options are:

- an International English Language Testing System (IELTS) (general) overall band score of at least 7.5, with a minimum of 7 in each of the bands speaking, listening, writing and reading; or
- a letter from your New Zealand employer confirming that your English is satisfactory in the context of practicing architecture.

Evidence Attached

► PHOTOGRAPHIC ID

Provide a certified colour photographic ID with this application (e.g. image of current drivers licence or passport).

Certified colour photographic ID provided with this application.

► DISABILITY

Please inform the Board in writing and provide evidence of any disabilities that you would like taken into consideration during your assessment process.

Information and evidence of disability provided with this application.

Not applicable

► 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.

► DISCIPLINE

Provide details of any disciplinary procedures previously taken against you as an architect in any jurisdiction.

► 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.

► FEE

Information regarding the fee can be found on page 10.

► FOR STATISTICAL PURPOSES

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

Please tick your ethnicity

NZ European

Cook Island Maori

Chinese

Other:

Maori

Tongan

Indian

Samoan

Niuean

Decline to answer

► ATTACHMENTS CHECKLIST

Each field in the application form is completed, even if this is N/A (Not applicable)

Certified proof of change of name (if applicable)

Certified copies of tertiary qualifications and academic transcripts and English language transcripts

Certified copy of your current registration and/or current annual practising certificates

Project portfolio

Curriculum Vitae

Proof that you live in New Zealand

Proof of English language ability (if applicable)

Certified photographic ID

Evidence of disability (if applicable)

Advice on how the fee has been paid (*Cheque/credit card/direct credit, see page 8*)

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

► **Please retain a copy for your records.**

► DECLARATION

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) and/or transcripts is/are attached.
- A certified copy of my current registration/s is/are attached.
- A certified copy of my 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).
- 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, **E-mail** 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.

► PAYMENT DETAILS

The fee for a Pathway 3 Offshore Architects with New Zealand Experience application in New Zealand is **NZ\$632.50** 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:

- A New Zealand cheque payable to NZRAB and mailed to the NZRAB;

or

- Visa or MasterCard credit cards through the facility on the Board's website www.nzrab.nz/store/. In the 'extra info' box enter 'P3' and your 'last name'.

or

- Electronic transfer to: NZRAB – ASB – Key accounts, Wellington. Please use as a bank transfer reference: 'P3' 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.

Please indicate the method of payment and date payment made:

Method of payment (Tick one box only)	Cheque	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.