

## 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)	MALE	
	FEMALE	
	GENDER DIVERSE	

(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	
	New Zealand European / Pākehā		British
	Māori		Welsh
	Samoan		Scottish
	Cook Island Māori		Irish
	Tongan		Other (write response here)
	Niuean		
	Chinese		Decline to answer
	Indian		

### 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.

<p><b>The Registered Architects Act requires that every Architect's name, registration number, expiry date and any penalty imposed in the last three years 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></p> <p><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></p>	<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
	<input type="checkbox"/>	Practice details only; or
	<input type="checkbox"/>	I do not want my contact details available to the public.

## Communications

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

## Board Newsletter

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>Mark ONE box only</b>	
	<input type="checkbox"/>	YES;
	<input type="checkbox"/>	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; 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.

<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).

## **Code of Minimum Standards of Ethical Conduct for Registered Architects**

Reference: Registered Architects Rules 2006, Rules 46 — 58

### **Standards related to the public**

#### **46 Not misrepresent himself or herself**

A registered architect must not represent or promote himself or herself, his or her business, or his or her professional services in a false, fraudulent, misleading, or deceptive manner.

#### **47 Uphold the law**

A registered architect must abide by the professional codes of ethics and conduct and laws in force in the countries and jurisdictions in which he or she provides professional services.

### **Standards related to client**

#### **48 Exercise unprejudiced and unbiased judgement**

A registered architect must exercise unprejudiced and unbiased judgement.

#### **49 Care and diligence**

A registered architect must perform his or her professional work with due care and diligence.

#### **50 Terms of appointment**

A registered architect must not undertake professional work unless the registered architect and the client have agreed the terms of the appointment, which may include but need not be limited to,—

- (a) scope of work;
- (b) allocation of responsibilities;
- (c) any limitation of responsibilities;
- (d) fee, or method of calculating it, and terms of trade;
- (e) any provision for termination;
- (f) provision for professional indemnity insurance.

#### **51 Remuneration and inducements**

A registered architect must—

- (a) be remunerated solely by the fees and benefits specified in the appointment or employment agreement; and
- (b) not offer any inducements to procure an appointment.

#### **52 Confidentiality of client's affairs**

(1) A registered architect must observe the confidentiality of the client's affairs and must not disclose confidential information without the prior consent of the client.

(2) Subclause (1) does not apply if the registered architect is required by law to disclose that information.

#### **53 Conflict of interest**

A registered architect must disclose to clients, owners, or contractors significant circumstances known to the registered architect that could be construed as creating a conflict of interest. The registered architect must ensure that the conflict does not interfere with the registered architect's duty to render unprejudiced and unbiased judgement.

### **Standards related to profession**

#### **54 Act with honesty and fairness**

A registered architect must pursue his or her professional activities with honesty and fairness.

## **Standards related to other registered architects**

### **55 Acknowledge colleagues' contributions**

A registered architect must—

- (a) build his or her professional reputation on the merits of his or her own performance; and
- (b) not claim as his or her own the intellectual property and ideas of other registered architects.

### **56 Not maliciously or unfairly criticise**

A registered architect must not maliciously or unfairly criticise or attempt to discredit another registered architect's work.

### **57 Conflicts of professional appointment**

A registered architect must, on being approached to undertake professional work for which he or she knows, or by reasonable inquiry ascertains, that another registered architect has a current appointment with the same client, notify the other registered architect.

### **58 Giving an opinion on the work of another registered architect**

A registered architect must, when appointed to give an opinion on the work of another registered architect, notify the other registered architect unless the appointed registered architect is aware of any current or pending litigation concerning the work that is the subject of the opinion.

### 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.**