

▶ **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; and
- Hold or have previously held a full registration/license with an overseas jurisdiction; and
 - A full registration or license means that you hold or previously held registration equivalent to that of a NZ Registered Architect and you were authorised to practise without restrictions or limitations.
- Have seven years' relevant professional postgraduate experience; and
- Have 12 months relevant professional experience in New Zealand in the last three years; and
- Live in New Zealand; and
- Are proficient in English.

Pre-application advice:

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

Late applications will not be accepted.

The application form and supporting documents can be sent prior to the intake close off date. Payment must be made at the same time the application is sent.

Should an application, including its supporting documents, not be completed in full, and/or full payment not be received, processing may be held up or the application may not be accepted.

A Pathway 3 application requires:

- the form completed in full
- the required attachments (certified where necessary)
- the payment of the fee.

Instruction on how to use this form:

Ensure you are using the latest version of this application form from the Board's website.

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

All questions must be answered. Enter N/A if this is appropriate.

Some boxes have a maximum number of characters and you may have to edit your text to fit. Do not enter text outside of the box space provided.

Read the small printed 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: Documentation requiring certification must be authorised by the same person witnessing your declaration on this form.

All documentation:

Include all documents in their original orientation to enable them to be read without changing the orientation of the view.

Electronically bookmark the first page of your application form and the first page only of each section of your attachments. Use the title of the section as referred in the application form.

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

All documents requiring certification must be certified on every page by the same authorised witness who signs your statutory declaration on this application form.

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

Email your application as one A4, single-sided, colour, PDF saved in Adobe Pro to: info@nzrab.org.nz.

Next steps:

On receipt of the application document and the fee, NZRAB will check that everything is correct.

Communications with you will be by email. Your replies must be to the NZRAB office only.

You will be advised of when your interview will take place. Prior to the interview, the Assessors may ask for further information from you.

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.

Afterwards:

At the conclusion of the interview you will be sent an email explaining what happens afterwards.

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. Most importantly, afterwards please don't contact your Assessors directly for any reason.

▶ **PATHWAY 3** | **OFFSHORE ARCHITECTS WITH NEW ZEALAND EXPERIENCE** INITIAL REGISTRATION APPLICATION FORM

Database No: *(Office use only)*

▶ **PERSONAL DETAILS** *Refers: Registered Architects Rules 2006, Schedule 1(a)*

Title (Mr, Ms, Miss)	
First Name	
Middle Name(s)	
Last Name	
Previous Last Name	<i>(Provide certified proof of name change e.g. deed poll, marriage certificate – certified by same person authorised to sign your statutory declaration)</i>
Preferred First Name	
Previous Application:	Have you applied before? Yes No Date(s) if known

▶ **PERSONAL CONTACT DETAILS** *(This is your private address.) Refers: Registered Architects Rules 2006, Schedule 1(b)*

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

▶ **PRACTICE OR COMPANY PHYSICAL ADDRESS** *(This is the physical address of your practice or work)*

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

► **PRACTICE OR COMPANY POSTAL ADDRESS** *(This is the postal address of your practice or work if different from above)*

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

► **DATE AND PLACE OF BIRTH** *Refers: Registered Architects Rules 2006, Rule 8, Schedule 1(c)*

Date of Birth <i>(dd/mmmm/yyyy)</i>	
Country of Birth	
Nationality	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Decline to Answer

► **AUTHORISATION TO PUBLISH CONTACT DETAILS** *Refers: Registered Architects Act 2005, Sections 18 - 22 , and Rules 2006 Schedule 1(d)*

<p><i>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.</i></p> <p><i>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.</i></p>	<p><i>Tick one box only</i></p> <p><input type="checkbox"/> I consent to have additional contact details available to the public via the NZRAB web register; or</p> <p><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</p> <p><input type="checkbox"/> Practice details only; or</p> <p><input type="checkbox"/> I do not want my contact details available to the public.</p>
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► **COMMUNICATIONS**

<p><i>Indicate the address you would prefer to receive communications from NZRAB.</i></p>	<p><i>Tick one box only</i></p> <p><input type="checkbox"/> Personal; or</p> <p><input type="checkbox"/> Practice or Company</p>
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▶ TERTIARY QUALIFICATIONS *Refers: Registered Architects Rules 2006, Rules 9(a)*

List all your tertiary qualifications (e.g. University Degrees/Diplomas). If more than two qualifications include the additional on a separate piece of paper in the same format as below and insert behind this page.

Qualification		Qualification	
Institution Name		Institution Name	
Institution Website	www.	Institution Website	www.
Student No		Student No	
Country		Country	
Date Awarded (dd/mm/yyyy)		Date Awarded (dd/mm/yyyy)	
Number of years of study		Number of years of study	

Attach certified copies of each of the following:

1. Each of your tertiary degrees/diplomas in their original language.
2. The academic transcripts of all tertiary degrees/diplomas in their original language.
3. A letter from the tertiary institute(s) where your degrees/diplomas were issued. The letter must be issued within the six months preceding the application being sent to NZRAB. The letter must include the following information:
 - a. Your full name, the date's that you started and finished at the relevant school in the tertiary institute(s)
 - b. The title(s) and date(s) the degree/diploma was issued and confirmation that it was a five-year architectural qualification.
4. An English language translation of each of the above documents translated by an authorised translator, if any original not issued in the English language

Each of the above documents must be certified by the same authorised witness who authorises this application form.

▶ REGISTRATION ON OTHER REGISTERED ARCHITECT REGISTERS *Refers: Registered Architects Rules 2006, Rules 9(a)(ii)*

List all of your current and previous architectural registrations/licences. Do not include membership organisations.

Country/State	Register Web Address	Registration Number	Date First Registered	Status

Attach certified copies of each of the following:

1. A copy of your current/previous registration certificate in its original language
2. A letter from the registration/licensing authority(ies). The letter must be issued within the six months preceding the application being sent to NZRAB. The letter must include the following information:
 - a. The date you were first registered/licensed as an Architect in the jurisdiction.
 - b. If you are currently registered/licensed as an Architect in the jurisdiction.
 - c. If not currently registered/licensed as an Architect, the date you ceased being registered.
 - d. If you have had any disciplinary action imposed by the registration/licensing authority.
3. An English language translation of each of the above documents translated by an authorised translator, if original not issued in English

Each of the above documents must be certified by the same authorised witness who authorises this application form.

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

Record the contact details of two independent referees. "Independent" means not a family member or friend. 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
Relationship
Email Address
Phone
Name
Relationship
Email Address
Phone

► **PROJECT PORTFOLIO** *Refers: NZRAB Initial Registration Policy*

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.

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

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 (most recent employer first), period employed there including month and year started and finished, 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. Indicate approx. hours per week worked. 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.

► 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, most recent first. All questions must be answered. *(Provide additional sheets in the same format as below if more is needed and insert behind this page).*

Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy or present)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)
Employer/Practice	
Address	
Phone Number	
Position Held	
Date Commenced (dd/mmmm/yyyy)	Date Finished (dd/mmmm/yyyy)

► 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 on the previous page took place in New Zealand

► RESIDENT IN NEW ZEALAND *Refers: NZRAB Initial Registration Policy*

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

► ENGLISH LANGUAGE ABILITY *Refers: NZRAB Initial Registration Policy*

Attach evidence of competence in the English language, where you do not have a five year architectural degree from a NZRAB recognised tertiary institute (as listed for Pathway 1 applicants). If English is not the first language in the country where your tertiary studies were undertaken then you must provide evidence of your competency. If you are unsure if your tertiary studies meet this requirement, please contact NZRAB and enquire prior to submitting your application. The only evidence options accepted are:

- an International English Language Testing System (IELTS) (professional) 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 current New Zealand architectural employer confirming that your English is satisfactory in the context of practicing architecture.

► 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.

► PHOTOGRAPHIC ID

Attach a recent certified colour photographic ID with this application (e.g. image of current drivers licence or passport). This ID must be colour, show your date of birth, contain a recent colour photograph of you and have an expiry date. The copy must be certified by the same person authorised to sign your statutory declaration.

► DISABILITY

Inform the Board in writing and provide evidence of any disabilities that you would like taken into consideration during your assessment process. In order to assist you in the preparation of the interview on the day, inform the Board in writing and provide evidence of any disability that you would like considered (e.g. wheelchair access, dyslexia, sign language, etc).

► **FOR STATISTICAL PURPOSES**

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

Tick your ethnicity

NZ European
Maori
Samoan

Cook Island Maori
Tongan
Niuean

Chinese
Indian
Decline to answer

Other:

► **ATTACHMENTS CHECKLIST** *(Tick boxes where applicable to you and then attach documents in the same order as below)*

- Each field in the application form is completed, even if this is N/A (Not applicable)
- Certified proof of change of name is attached (if applicable)
- Certified copies of tertiary qualifications and academic transcripts and English language translations is/are attached
- Certified letter from tertiary institute and English language translation is/are attached
- Certified copy of your current registration and/or current annual practising certificates is/are attached
- Certified letter from Registration/Licensing authority and English translation is/are attached
- Project portfolio is attached
- Curriculum Vitae is attached
- Proof that you live in New Zealand is attached
- Proof of English language ability is attached (if applicable)
- Certified photographic ID is attached
- Evidence of disability is attached (if applicable)
- Advice on how the fee has been paid (*credit card/direct credit*)

► **FEE** *Refers: Registered Architects Rules 2006, Schedule 2*

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.

I have paid the application for initial registration fee of NZ\$632.50 by:

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. 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**. 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.

Indicate the method of payment and date payment made:

Method of payment <i>(Tick one box only)</i>	Visa	MasterCard	Electronic Transfer
Date payment made <i>(dd/mmmm/yyyy)</i>			

An invoice is not automatically provided however should you require a receipt please request one in your covering email when submitting your application.

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

► **Retain a copy for your records.**

► **DECLARATION** Refers: *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 (as below). All information on this page must be printed by hand in front of your authorised witness. Do not type any information on this page. This person must be independent of you (e.g. not a family member or friend).

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 academic transcripts is/are attached.
- A certified copy of a letter from my tertiary institute is/are attached.
- A certified copy of my current registration/s is/are attached.
- A certified copy of a letter from my registration/licensing authority 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 all 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.