



Australian APEC Architect

Application Form

Australian APEC Application Form - 27 Apr 17

Please read the [Australian APEC Architect Guide](#) carefully before completing this form.



Section 01

Personal Details

1. Title Dr Mr Mrs Miss Ms Other

2. Family name

3. Given names

4. Previous name/s

5. Gender Male Female

6. Date of birth (DD/MM/YYYY)

7. Mailing Address

12. Telephone numbers

13. Email

14. Registered State/Territory in Australia

<input type="checkbox"/> ACT	<input type="checkbox"/> NSW	<input type="checkbox"/> NT	<input type="checkbox"/> QLD	<input type="checkbox"/> SA	<input type="checkbox"/> TAS	<input type="checkbox"/> VIC	<input type="checkbox"/> WA
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15. Registration number

16. Year first registered/licensed

Section 02

Current Registrations in Other Economies

17. Name of other economy and year first registered	Economy	Year
Name of other economy and year first registered	Economy	Year
Name of other economy and year first registered	Economy	Year

Section 03

Qualifications in Architecture

18. (a) Details of the first (undergraduate) academic qualification you obtained.

Name your first qualification

Name of institution

Year(s) awarded	Commencement	Completion
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18. (b) Details of the second academic qualification you obtained.

Name your second qualification

Name of institution

Year(s) awarded	Commencement	Completion
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18. (c) Details of the third academic qualification you obtained.

Name your third qualification

Name of institution

Year(s) awarded	Commencement	Completion
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Complete the following record of relevant experience over the last seven years ensuring that you have undertaken at least three years of the seven year period as an architect:

- with sole professional responsibility for the design, documentation and contract administration of buildings of moderate complexity; and/or
- in collaboration with other architects, as an architect in charge of and professionally responsible for a significant aspect of the design, documentation and/or contract administration of complex buildings;*

AND

have experience across all of the following categories of architectural practice:

- Preliminary Studies and Preparation of Brief;
- Design;
- Contract Documentation; and
- Administration.

***Complex Project:** 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.

List projects in reverse date order, i.e. start with the most recent first.

19. Project name

Dates	Start	Finish		
Practice name				
Applicant was the architect with sole professional responsibility for a building at least of moderate complexity	Yes	No		
Applicant was the architect in charge of a significant aspect of a complex building	Yes	No		
Role/Job Title on the project				
Description of the project (maximum 250 words) with reference to:				
<ul style="list-style-type: none"> • level of complexity • building type • scope • budget • any particular features/issues • your role in the project 				
Professional experience gained in the following categories of architectural practice	Preliminary Studies and Preparation of brief	Yes	No	
	Design	Yes	No	
	Contract Documentation	Yes	No	
	Administration	Yes	No	

Project name

Dates Start Finish

Practice name

Applicant was the architect with sole professional responsibility for a building at least of moderate complexity Yes No

Applicant was the architect in charge of a significant aspect of a complex building Yes No

Role/Job Title on the project

Description of the project (maximum 250 words) with reference to:

- level of complexity
- building type
- scope
- budget
- any particular features/issues
- your role in the project

Professional experience gained in the following categories of architectural practice

Preliminary Studies and Preparation of brief	Yes	No
Design	Yes	No
Contract Documentation	Yes	No
Administration	Yes	No

Project name

Dates Start Finish

Practice name

Applicant was the architect with sole professional responsibility for a building at least of moderate complexity Yes No

Applicant was the architect in charge of a significant aspect of a complex building Yes No

Role/Job Title on the project

Description of the project (maximum 250 words) with reference to:

- level of complexity
- building type
- scope
- budget
- any particular features/issues
- your role in the project

Professional experience gained in the following categories of architectural practice

Preliminary Studies and Preparation of brief	Yes	No
Design	Yes	No
Contract Documentation	Yes	No
Administration	Yes	No

Project name			
Dates	Start		Finish
Practice name			
Applicant was the architect with sole professional responsibility for a building at least of moderate complexity	Yes	No	
Applicant was the architect in charge of a significant aspect of a complex building	Yes	No	
Role/Job Title on the project			
Description of the project (maximum 250 words) with reference to:			
<ul style="list-style-type: none"> • level of complexity • building type • scope • budget • any particular features/issues • your role in the project 			
Professional experience gained in the following categories of architectural practice	Preliminary Studies and Preparation of brief	Yes	No
	Design	Yes	No
	Contract Documentation	Yes	No
	Administration	Yes	No

Project name			
Dates	Start		Finish
Practice name			
Applicant was the architect with sole professional responsibility for a building at least of moderate complexity	Yes	No	
Applicant was the architect in charge of a significant aspect of a complex building	Yes	No	
Role/Job Title on the project			
Description of the project (maximum 250 words) with reference to:			
<ul style="list-style-type: none"> • level of complexity • building type • scope • budget • any particular features/issues • your role in the project 			
Professional experience gained in the following categories of architectural practice	Preliminary Studies and Preparation of brief	Yes	No
	Design	Yes	No
	Contract Documentation	Yes	No
	Administration	Yes	No

Project name			
Dates	Start		Finish
Practice name			
Applicant was the architect with sole professional responsibility for a building at least of moderate complexity	Yes	No	
Applicant was the architect in charge of a significant aspect of a complex building	Yes	No	
Role/Job Title on the project			
Description of the project (maximum 250 words) with reference to:			
<ul style="list-style-type: none"> • level of complexity • building type • scope • budget • any particular features/issues • your role in the project 			
Professional experience gained in the following categories of architectural practice	Preliminary Studies and Preparation of brief		Yes No
	Design		Yes No
	Contract Documentation		Yes No
	Administration		Yes No

Project name			
Dates	Start		Finish
Practice name			
Applicant was the architect with sole professional responsibility for a building at least of moderate complexity	Yes	No	
Applicant was the architect in charge of a significant aspect of a complex building	Yes	No	
Role/Job Title on the project			
Description of the project (maximum 250 words) with reference to:			
<ul style="list-style-type: none"> • level of complexity • building type • scope • budget • any particular features/issues • your role in the project 			
Professional experience gained in the following categories of architectural practice	Preliminary Studies and Preparation of brief		Yes No
	Design		Yes No
	Contract Documentation		Yes No
	Administration		Yes No

Section 05

Referees

Attach two written references attesting to your experience over the last seven years. Referees must be familiar with your work either as your supervisor, an associate or client.

References must focus on your professional experience as an architect gained across the following categories of architectural practice:

- Preliminary Studies and Preparation of Brief;
- Design;
- Contract Documentation; and
- Administration.

At least one of these written references must be from an architect registered in Australia and must include the referee's architect registration number and Australian state and/or territory of registration.

Section 06

Applicant's Declaration

If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.

AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the documents submitted.

20. I solemnly and sincerely declare and affirm that

- The information I have supplied on this form and any additional pages and supporting documentation is complete, correct and up-to-date;
- I undertake to inform the Architects Accreditation Council of Australia (AACA) of any changes to my circumstances (eg address or other contact details) while my application is being considered;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my academic qualification(s) and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Please print and sign this form. AACA only accepts documents with original signatures.

Print Applicant name

.....

Applicant Signature

Date

.....

Please do not use an electronic signature.

Print Witness name

.....

Witness Signature

Date

.....

Section 07

Submission Checklist

Use the following checklist to ensure that all requirements have been met.

Application Form completed in English

Two written references

Full personal details and correct contact details

Declaration signed

Certified copy of evidence of change of name (if applicable)

Payment of fee

Section 08

How to Lodge

Send your completed application form, supporting documentation and application fee to:

Architects Accreditation Council of Australia (AACA)
PO Box A2575
Sydney South 1235
Australia

Contacting AACA



Architects Accreditation Council of Australia (AACA)
PO Box A2575
Sydney South 1235
Australia



+612 8042 8930



mail@aaca.org.au



www.aaca.org.au