

INFORMATION ABOUT FORM 1 – NOTICE BY BUSINESS OF USE OF AN ARCHITECT



FORM 1 IS TO ENABLE A BUSINESS USING THE TERM “ARCHITECT” OR “REGISTERED ARCHITECT” OR OTHER TERM PRESCRIBED UNDER SECTION 114(1)(b) OF THE ARCHITECTS ACT 2002 IN ITS COMPANY OR BUSINESS NAME TO GIVE NOTICE TO THE BOARD OF ARCHITECTS OF QUEENSLAND PURSUANT TO SECTION 141A(2) OF THE ARCHITECTS ACT 2002.

General Information about this Notice:

If this notice is kept current, its effect is to enable a business to use the title “architect” or “registered architect” or other term prescribed pursuant to section 114(1)(b) of the *Architects Act 2002* in its business or registered business name without thereby automatically offending against sections 113(1), 114(1), or 140(1)(a) of the *Architects Act 2002*. Further information about the effect of this notice may be obtained from the Board or found on the Board’s website: www.boaq.qld.gov.au

To have any effect the information provided by the business must be kept current and correct and section 141A(5) provides that a business must give the Board a NOTICE OF CHANGE IN PARTICULARS (Form 2) under section 141A(5) within 21 days after a change happens to the business’s name, business address or telephone number, the places at which the business provides architectural services using an architect, or in the architects responsible for carrying out architectural services for the business. A NOTICE OF CHANGE IN PARTICULARS (Form 2) may be downloaded from the Board’s website.

The Board takes no responsibility for ensuring that information regarding business notices is current or correct and will **not** issue annual reminders concerning the information contained herein.

ALL the information provided on the Form 1 Notice will be available to the public. The Board reserves the right to notify any architects nominated as responsible architects on this form that they have been so nominated or removed. The *Architects Act 2002* gives the Board the right to include any other information on the record which has been provided to the Board which leads it to reasonably suspect information kept on the record may have changed.

Copies of the form may be downloaded from the Board’s website.

If you have any problems completing the form, please call the Board on 07 3069 2397 or email to registrar@boaq.qld.gov.au

Instructions:

Please make sure that you complete all relevant sections or you will delay the listing of your business's details.

Please complete the details on the form in BLOCK letters. Attach extra sheets if insufficient space is provided.

Fee:

If a fee for this form is prescribed, the form must be accompanied by the relevant fee. At the date of commencement of the form in July 2003 **no fee was prescribed**. When a fee is prescribed details will be provided on the Board’s website and this Notice must then be accompanied by the relevant fee.

Lodgement:

Please detach this information sheet and forward the attached completed and signed application, together with any additional pages to:

**The Registrar
Board of Architects of Queensland
GPO Box 316
BRISBANE QLD 4001**

or Deliver to: The Registrar
Level 3
87 Wickham Terrace
SPRING HILL QLD 4000

Phone: 07 3069 2397
Website: www.boaq.qld.gov.au

Email: mail@boaq.qld.gov.au



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Privacy Statement: In accordance with section 141A of the *Architects Act 2002* the information provided in this notice will be made available by the Board for inspection by members of the public

PART 1: BUSINESS NAME, ADDRESS AND CONTACT DETAILS OF BUSINESS IN QUEENSLAND

Full Name of Business:

Australian Company Number (ACN) if applicable:

Business Street Address:

.....

Postal Address:

Business Telephone No.: Email:

PART 2: REGISTERED BUSINESS NAME/S USED BY THE BUSINESS

..... Business Reg. No.

..... Business Reg. No.

PART 3: PARTICULARS AT EACH PLACE AT WHICH THE BUSINESS PROVIDES ARCHITECTURAL SERVICES

Name and address of place in Queensland where architectural services are provided:	Name of architect at the place responsible for carrying out architectural services:	Qld Reg. No.	Signature of responsible architect
Name & Address 1.
Name & Address 2.

(Attach supplementary list if space insufficient)

DECLARATION:

I am the person authorised to give this notice and make this declaration on behalf of the above business.

I declare that the information provided in this notice is true and correct in every particular.

Full name of Signatory: Signature:

Position of Signatory in Business: Date:

(Director or Secretary)