

# Application for renewal of surveyor's registration

Use this application to renew your surveyor's registration in accordance with Section 28 of the [Licensed Surveyors Act 1983](#).

The annual registration fee is **available on the Board's website** and this application **must** be lodged prior to **1 December** to ensure your registration continues. If you fail to lodge and pay for this application the Board may remove your name from the public register.

For further information on your requirements please see the Surveyors Board website.

Applicant details				
Current registration number (if known)				
Surname		Date of birth		
Given name/s				
Address				
Suburb		State		Postcode
Is your postal address the same as above? If no, complete below:				
Postal address				
Suburb		State		Postcode
Contact details				
Phone number		Mobile number		
Email address				
Consent for document verification				
We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - <a href="https://www.idmatch.gov.au">https://www.idmatch.gov.au</a> .				
I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.				Yes / No
Applicant declaration				
I, (full name)				
Of (address)				
Do solemnly and sincerely declare that:				
<ul style="list-style-type: none"><li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li><li>I give the Surveyors Board of the Northern Territory consent to make any inquiries and to receive and disclose information which is relevant to my ongoing eligibility to be registered as a surveyor; and</li><li>I acknowledge that information (name, business address and telephone number) will be placed on a public register; and</li><li>I understand and acknowledge my ongoing legal obligations under the <i>NT Licensed Surveyors Act 1983</i>; and</li><li>I know that it is an offence to make a declaration which is false in any material particular.</li></ul>				
This declaration is made at (location)				on (date)
Applicant signature				



Note: Under the *Oaths, Affidavits and Declarations Act 2010* a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.

### Checklist requirements

Prescribed application fee – See the <a href="#">directions/fee</a> page for current fee.	<input type="checkbox"/>
Completed and signed declaration.	<input type="checkbox"/>
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Driver's licence, passport, evidence of age card, firearms licence, working with children's card etc.	<input type="checkbox"/>

### Privacy statement

The Northern Territory Government and the Surveyor Board of the Northern Territory respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Information Act 2002* (NT).

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete, and we will be unable to process it.

The information you provide will be accessible to the Territory Business Centre and Occupational Licensing and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so, you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Information Act 2002* (NT), or the Office of the Information Commissioner NT.

### Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below.

Darwin	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine	Big Rivers Government Centre, 5 First Street
Tennant Creek	Barkly Business Hub, 62 Haddock Street
Alice Springs	Ground Floor, The Green Well Building, 50 Bath Street

1800 193 111      [territorybusinesscentre@nt.gov.au](mailto:territorybusinesscentre@nt.gov.au)      GPO Box 9800 Darwin NT 0801

### Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies - in person/mail); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.