



ACT
Government

Access
Canberra.

Form
Updating Licence or
Registration Details

This form is to be used for individuals or companies/partnerships updating their details under the relevant legislation relating to their licence or registration. If a name change occurs for an individual or a company/partnership then evidence must be attached to this form. A company can only change their entity name if the Australian Company Number (ACN) stays the same. If a company has obtained a new ACN it is considered a new company and a new application will need to be made.

Please select from the following:

- Construction Occupation Licence issued under the *Construction Occupations (Licensing) Act 2004*.
- Architect registration issued under the *Architects Act 2004*.

Please fill in your details.

Please note: only the individual who holds the licence or registration can update their personal details. If you are updating details for a company or partnership a valid director or partner must complete this form.

Section A - Licence/Registration Details

Licence/Registration Number _____ Expiry Date ____/____/____

Individual /Entity Name _____

Option 1 - Personal Details
(to be completed by individual)

Title _____ Surname _____

Given Names _____ Date of Birth ____/____/____

Business Address _____

Suburb _____ State _____ Postcode _____

Residential Address _____

Suburb _____ State _____ Postcode _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone Number (Business Hours) _____ Fax _____

Mobile Number* _____ Email* _____

Option 2 – Corporation or Partnership Details (to be completed by director or partner)

Entity Name _____

Australian Company Number/Australian Business Number (ACN/ABN) _____

Business Address _____

Suburb _____ State _____ Postcode _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone Number (Business Hours) _____ Fax _____

Mobile Number* _____ Email* _____

**Please note: under the Construction Occupations (Licensing) Act 2004 it is a requirement to provide a valid mobile telephone number and email address.*

Contact Person**:

***Please note: licence applications for a company or partnership will only be discussed with the relevant contact person for the application.*

Given Name _____ Surname _____

Mobile Number _____ Email _____

Signature of Director or Partner _____ Date ____ / ____ / ____

Section B Payment Details

If a name change occurs for an individual, corporation or partnership, a fee for a replacement card will need to be paid. This fee is **\$46.00**. A name change can only occur for a corporation if the Australian Company Number remains the same.

Section C Lodgement and Contact Information

Access Canberra Environment Planning and Land Shopfront

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

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