



ARCHITECTS' ASSOCIATION OF NEW BRUNSWICK

P.O. Box 5093
Sussex, New Brunswick
E4E 5L2

**APPLICATION FOR TEMPORARY LICENCE AND CERTIFICATE OF PRACTICE
IN CONNECTION WITH A TEMPORARY LICENCE**

Name of Practice (please print)

Date of Application

INSTRUCTIONS

To ensure your application may be processed in a timely manner, it must be complete when it is returned to the AANB office. You should bear in mind the following items when completing your application.

1. **Name** – Please ensure the name listed is an Architect in good standing with their resident jurisdiction.
2. **Practice Name** - Ensure your Practice name matches exactly the name on your insurance certificate.
3. **Address** – Complete in full, including postal code.
4. **Fees** – All fees must accompany the completed application.
 - a) Application Fee: A one-time administration fee is required for processing your application: \$287.50 (\$250.00 + \$37.50 HST). If your application is not approved, the fee is not refunded.
 - b) Temporary Licence Fee: \$4,600.00 (\$4000.00 + \$600.00 HST)
 - c) Certificate of Practice Fee: \$713.00 (\$620.00 + \$93.00 HST)
5. **Mandatory Liability Insurance Coverage** – The AANB has a requirement for mandatory liability insurance coverage for all Certificate of Practice holders. Evidence of this coverage, in the form of a Certificate of Insurance issued by the Underwriter, must accompany your application. Letters from insurance agents or brokers do not fulfill requirement.

APPLICATION FOR TEMPORARY LICENCE AND CERTIFICATE OF PRACTICE IN CONNECTION WITH A TEMPORARY LICENCE

IDENTIFICATION

(Please type or Print)

NAME (in full): _____

Practice Name: _____

Telephone: _____ Facsimile: _____

Street Address: _____

City: _____ Province/State: _____ Postal/ZipCode: _____

Mailing Address: _____

City: _____ Province/State: _____ Postal/ZipCode: _____

E-mail Address: _____

1. I am currently a member in good standing of the _____ and enclose a duly signed certificate of good standing and undertake to advise the Architects' Association of New Brunswick of any change of status in my membership.
2. Indicate one of the following:
 - I am a sole practitioner operating in my own name and understand it is necessary that I maintain a Certificate of Practice as required by Section 12 of the New Brunswick Architects' Act.
 - I am a partner/director/office of _____ and understand that a valid Certificate of Practice is required to be maintained by my firm for the duration of the license.
 - I further certify that I am the Architect designated by the firm/partnership/corporation as the person responsible for the practice of architecture in relation to the project described in Section 3 of this application.
3. I hereby make application to the Council of the Architects' Association of New Brunswick for a temporary license and certificate of practice in connection with a temporary licence, so that I may undertake the following project:
 - a) Location: _____
 - b) Description of Project _____
 - c) Client _____
 - d) Approximate Cost _____
 - e) Date of Architecture Commission _____
 - f) Anticipated Date of substantial Completion of construction _____

4. I have entered into an agreement with _____ who is co-applicant herein and is a registered member of the Architects' Association of New Brunswick who holds a valid Certificate of Practice issued by the Architects' Association of New Brunswick and who has agreed to act as my Associate Architect, for at least the service set out in the licensing requirements.

Provide a summary of the agreement between the applicant and the Associate Architect.

5. I understand the requirements of the New Brunswick Architects Act and By-laws regarding the use of the stamp in connection with all drawings and documents for the project for which this application is made. I agree to the name of my Associate Architect appearing on all drawings and documents used in the execution of the project, prepared by me.
6. I enclose my cheque made payable to the Architects' Association of New Brunswick for the first project year, commencing with the date of architectural commission as follows:
- o A one-time Administration Fee for processing your application: \$287.50 (\$250.00 + \$37.50 HST)
If your application is not approved, the fee is not refunded.
 - o The Temporary License Fee is \$4,600.00 (\$4,000.00 + \$600.00 HST)
 - o Certificate of Practice Fee: \$713.00 (\$620.00 + \$93.00 HST)
7. I agree to remain licensed for the duration of the project when I will submit a Certificate of Substantial Completion of the project duly co-signed by myself and my Associate Architect, and I further agree to remain licensed for one additional year after the submission of the Certificate of Substantial Completion.
8. I understand that any licence issued as a result of this application shall only apply to the project specified in Section 3 of this application and may be cancelled by Council for any breach of the terms under which it is granted.

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9. I, _____ do solemnly declare:
- a) That I am the applicant herein.
 - b) That the facts set out in the foregoing application are true and correct in every particular.
 - c) I enclose herewith a cheque in the amount of \$ _____ being the annual fee.

I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

Declared before me in the County of _____
(City/Community)

in the Province of _____

on this _____ day of _____ 20 _____

(Notary, Commissioner, etc.)

(Signature of Applicant)

ASSOCIATE ARCHITECT'S ENDORSEMENT:

I, _____ a Registered Member of the Architects' Association of New Brunswick hereby certify that I currently hold a valid Certificate of Practice issued by the Architects' Association of New Brunswick, and that I am a party to an agreement with _____ contained in Section 4 of this Application, and I hereby make application for the issuing of a license as requested.

Signature of Registered Architect: _____

Date: _____