



## Form 29: Registration - Building surveying practitioner (level 1)

USE ADOBE ACROBAT READER WITH THIS FORM



GET  
Adobe Acrobat Reader

This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

### Use of this form

This form is to be used by people applying to be registered as building surveying practitioners with the Building Services Board.

In Western Australia the *Building Services (Registration) Act 2011* provides for registration in two classes of building surveyor, building surveying practitioner and building surveying contractor.

There are three levels of building surveying practitioner: level 1, level 2 and technician, and two levels of building surveying contractor: level 1 and level 2.

### Registration as a building surveying practitioner

A registered building surveying practitioner is authorised to sign certificates of design, construction or building compliance under the *Building Act 2011*.

- use a prescribed title such as registered building surveying practitioner; and
- be a nominated supervisor for a registered building surveying contractor.

When considering an application for registration as a building surveying practitioner the Board considers:

- your qualifications and experience;
- your fitness and propriety; and
- any other requirements prescribed by the Building Services (Registration) Regulations 2011.

Registration as a building practitioner does not authorise a person to provide services as a building surveying contractor.

### Level 1

Applicants for registration at level 1 must have a Bachelor of Building Surveying and Certification granted by Central Queensland University, or equivalent qualification and experience in building surveying work.

If you do not have this qualification and experience you may be able to register at level 2 or as a building surveying technician.

A building surveying practitioner level 1 is authorised to certify any type of building or incidental structure.

### Registration as a building surveying contractor

A person, partnership or company must be registered as a building surveying contractor to:

- provide services as a building surveyor;
- issue compliance certificates; or
- use a prescribed title such as registered *building surveying contractor*.

### Period of registration

If the Board approves your application, registration will be granted for a period of three years.

### Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee.

The registration fee is for three years.

GST is not payable on the application or registration fee.

If the Board does not grant your registration, the registration fee will be refunded.

### Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- have the required qualifications and experience;
- be a fit and proper person to be registered; and
- comply with any other requirements.

### Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

### Incomplete applications

The Department cannot assess incomplete applications. If your application is incomplete at the time of submission, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request, your application will be lapsed or refused. The application fee will not be refunded.

## Form 29: Registration - Building surveying practitioner (level 1)

---

### How to lodge and pay

---

Pay for and submit your application including attachments:

#### Online

Submit your application and pay [online](#).

#### By post

Pay by credit card using our payment slip form:

[www.commerce.wa.gov.au/publications/application-payment-form](http://www.commerce.wa.gov.au/publications/application-payment-form) or through cheque or money order made payable to:

Department of Mines, Industry Regulation and Safety Licensing Services Branch  
Locked Bag 100  
EAST PERTH WA 6892

#### In person

Submit your application and pay by cash, cheque, money order or card at the customer service counter.

Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street  
CANNINGTON WA 6107

Office hours are: Mon-Fri 8:30am to 4:30pm.

- ◆ BPAY is not available for this application.
- ◆ Fax and email submission are not available for this application.

### Return of documents

---

The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

### After your application is lodged

---

The Department will confirm receipt of your application. If you do not receive an acknowledgement of your application within 15 business days, please contact the Department on 1300 489 099.

The Licensing Services branch will thoroughly assess your application and will contact referees to verify information provided.

When satisfied that your application is complete and payment is received, the Department may refer your application to the Board for a decision.

### State Administrative Tribunal review of Board decisions

---

The decision to refuse an application for registration is a reviewable decision. If you disagree with the Building Services Board's decision in relation to your registration application, you may apply to the SAT for a review of the decision.

### More information

---

If you need more information about the status of your application or about practitioner registration generally please contact Licensing Services on 1300 489 099 or email [be.licensing@dmirs.wa.gov.au](mailto:be.licensing@dmirs.wa.gov.au).

## Form 29: Registration - Building surveying practitioner (level 1)

---

### Checklist

---

Use this checklist reminder to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach.

- Proof of identification - 100 points supplied
  - Fitness and propriety questions 1-11 answered and if necessary, documents attached
  - Australian police check – less than three months old attached
  - Bachelor of Building Surveying and Certification or equivalent qualification attached
  - Statement of building surveying work signed and attached
  - Declaration signed and dated
  - Payment – I will make appropriate payment as applicable at the time of submitting my application.
- 

### Payment

---

Visit our [building fee schedule page](#) for current application and registration fees.

Submit and pay for your application:

- Online**  
If you are submitting this form [online](#), you will be able to make payment using the department's secure payment gateway.
  - By post (or in person) using your credit card**  
If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it to your application.
-

## Form 29: Registration - Building surveying practitioner (level 1)

Ensure you complete all parts of your application and attach all necessary supporting documents. Incomplete applications will not be processed.

### Personal details

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Date of birth:

Have you been known by any other names?  Yes  No

If you answered 'yes' above, attach a separate page with full details.  Attached

### Current occupation

### Principal place of business

**Note:** A principal place of business is required for publication in the register. It cannot be a post office box number.

Street address:

Suburb:  State:  Postcode:

### Address for service

**Note:** required for the purpose of serving documents. It cannot be a post office box number.

As above Street address:

Suburb:  State:  Postcode:

### Postal address

**Note:** A postal address is required for correspondence from the Department.

As above Street address or PO Box:

Suburb:  State:  Postcode:

### Contact details

Phone (home):  Phone (work):  Phone (mobile):\*  Email:\*

\*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.

## Form 29: Registration - Building surveying practitioner (level 1)

### Proof of identity

Provide proof of your identity by attaching copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
40 points <sup>(1)</sup> 25 points <sup>(2)</sup>	<input type="checkbox"/> Current Australian issued licence or permit card, e.g. Driver's licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification	
	(1) <b>40 points</b> for first document from this category. (2) <b>25 points</b> for additional documents from this category.	
35 points	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia	
	(3) A document from this set must show your name and current residential address.	
25 points	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate	
<b>Total points</b>		

## Form 29: Registration - Building surveying practitioner (level 1)

### Fitness and propriety

1. Have you ever been refused registration as a building surveyor by a registration board or similar body in any Australian state or territory?  Yes  No
2. Have you ever been refused a registration or occupational licence, other than as a building surveyor, by a registration board or similar body in any Australian state or territory?  Yes  No
3. Has your registration with any registration board ever been suspended or cancelled, other than for non-payment of registration?  Yes  No
4. Have you been disciplined by any registration board?  Yes  No
5. Are you currently the subject of disciplinary proceedings by any registration board, including any preliminary investigation or action that might lead to disciplinary proceedings?  Yes  No
6. Have you been the subject of an order made by the State Administrative Tribunal?  Yes  No
7. Have you been a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the *Building Act 2011*, *Building Services (Registration) Act 2011* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*?  Yes  No
8. Have you been disqualified from being a company director?  Yes  No
9. Have you been a director or officer of a company that has been declared an insolvent?  Yes  No
10. Have you been declared bankrupt?  Yes  No
11. Are there any other matters which may be relevant to your suitability to continue to hold a registration about which the Board should be informed?  Yes  No

If you answered 'yes' to any of questions 1 to 11 above, please attach details and if appropriate, a list of cases. If you prefer you may place these attachments in a sealed envelope marked with your name. A "yes" response will be considered by the Board on the facts presented and may not affect your application for registration.

Attached  N/A

### Australian police check

You must apply for and attach to this application an Australian police check from the approved list of providers, available here: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks).

The police check must specify "Mines, Industry Regulation and Safety Licensing purposes" as the reason for the check. An electronic police check can be verified online and does not need to be certified.

For more information about how to obtain a police check, go to: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). The date of issue of the police check must be within three (3) months of the date you lodge this application.

Attach an Australian police check dated within three months of this application date.

Attached

## Form 29: Registration - Building surveying practitioner (level 1)

### Qualifications level 1

The Building Services (Registration) Regulations 2011 require applicants for registration as a building surveyor at level 1 to have a Bachelor of Building Surveying and Certification granted by the Central Queensland University.

- Attach a copy of your Bachelor of Building Surveying and Certification granted by the Central Queensland University.  Attached

The Board has discretion to consider alternative qualifications that it accepts as equivalent to the required qualification. Please refer to the Board's policies on equivalent qualifications on the department's website: [www.commerce.wa.gov.au/building-and-energy/boards-and-committees](http://www.commerce.wa.gov.au/building-and-energy/boards-and-committees).

### Experience level 1

Applicants for registration at level 1 must have the equivalent of three years full-time in building surveying work. Use the template at Attachment 1 to record your experience. Department staff will verify your experience.

#### Building surveying work

The Building Services (Complaint Resolution and Administration) Regulations 2011 describe building surveying work as:

- the examination of plans and specifications for a building or incidental structure to assess the safety, accessibility and energy efficiency of a building or incidental structure if the building or incidental structure is built in accordance with the plans and specifications; and
- the examination of an existing building or incidental structure to assess the safety, accessibility and energy efficiency of the building or incidental structure.

#### Applicants from the United Kingdom

For applicants from the United Kingdom, building control

surveying work is equivalent to building surveying work in Western Australia. Do not claim building surveying work from the United Kingdom.

#### Three years full-time experience

For registration you must submit your record of experience with a total of at least the equivalent of three years full-time experience in building surveying work. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out building surveying work. If you worked overtime, you cannot allow more than one day for each day worked.

#### Statement of building surveying work – Attachment 1

Use Attachment 1 to record your experience, in date order, in building surveying work. Ensure that all experience claimed is independently verified by the employer or authorised representative. Alternatively, attach a reference verifying your experience claim. It is an offence to make a false or misleading statement in this application.

- Attach Statement of building surveying work (Attachment 1).  Attached

## Form 29: Registration - Building surveying practitioner (level 1)

### Declaration by applicant

---

#### False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration. By signing this application form, you give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

#### Declaration

I (FULL NAME OF APPLICANT)

1. Authorise the Building Services Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.
2. Sincerely declare that this application is true and correct.

Signature:

Date:



## Form 29: Registration - Building surveying practitioner (level 1)

### Statement of building surveying work

Use this template to record your experience, in date order, in building surveying work. Arrange for the employer or authorised representative such as the manager or supervisor familiar with your work to endorse this record. Alternatively attach statements of verification. It is an offence to make a false or misleading statement in this application. If you need more space to document your experience, make copies of this template.

#### Describe the positions you held that were in building surveying work

Refer to the definition of building surveying work on page 7. Do not claim work or experience outside of this definition.

##### Position 1 - Details of employment

Employer:

Employer address:

Position held:

Start date:

End date:

Your employment was:

Full time

Part time

As required\*

\*If you worked 'part time' or 'as required',

please tally and indicate the full time

equivalent (FTE) in months

FTE (months) \_\_\_\_\_

What work did you do? What was your role and responsibilities?

Endorsed by authorised representative, or attach written verification

Attached

Name of person:

Position held:

Phone:

Email:

Signature:

Date:

## Form 29: Registration - Building surveying practitioner (level 1)

### Describe the positions you held that were in building surveying work

Refer to the definition of building surveying work on page 7. Do not claim work or experience outside of this definition.

#### Position 2 - Details of employment

Employer:

Employer address:

Position held:

Start date:

End date:

Your employment was:  Full time  Part time  As required\*

\*If you worked 'part time' or 'as required',  
please tally and indicate the full time  
equivalent (FTE) in months

FTE (months) \_\_\_\_\_

What work did you do? What was your role and responsibilities?

Endorsed by authorised representative, or attach written verification

Attached

Name of person:

Position held:

Phone:

Email:

Signature:

Date:

## Form 29: Registration - Building surveying practitioner (level 1)

### Describe the positions you held that were in building surveying work

Refer to the definition of building surveying work on page 7. Do not claim work or experience outside of this definition.

#### Position 3 - Details of employment

Employer:

Employer address:

Position held:

Start date:

End date:

Your employment was:  Full time  Part time  As required\*

\*If you worked 'part time' or 'as required',  
please tally and indicate the full time  
equivalent (FTE) in months

FTE (months) \_\_\_\_\_

What work did you do? What was your role and responsibilities?

Endorsed by authorised representative, or attach written verification

Attached

Name of person:

Position held:

Phone:

Email:

Signature:

Date:

**If you need more space to document your experience, make copies of this template.**