



Form 31: Registration - Building surveying practitioner technician (set 1)

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Use of this form

This form is to be used by people applying to be registered as building surveying practitioners at technician level 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 practitioner

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

A registered building surveying practitioner technician may use a prescribed title such as registered building surveying practitioner technician.

When considering an application for registration as a building surveying practitioner technician 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 surveying practitioner technician does not authorise a person to provide services as a building surveying contractor.

Set 1

Set 1 is the registration pathway for applicants have a Diploma in Building Surveying.

If you do not have this qualification you may be able to register as a practitioner technician under the Set 2 pathway or as a building surveying practitioner.

A building surveying practitioner technician is authorised to certify:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to Class 9 building or incidental structure –
 - (a) with a floor area not exceeding 500m²; and
 - (b) not higher than 2 storeys.

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.

How to lodge and pay

Pay for and submit your application including attachments:

Online

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

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By post

Pay by credit card using our payment slip form:
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.

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Checklist

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

- 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
- Diploma in Building Surveying 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.
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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.

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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 ⁽¹⁾ 25 points ⁽²⁾	<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	
<small>(1) 40 points for first document from this category. (2) 25 points for additional documents from this category.</small>		
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	
<small>(3) A document from this set must show your name and current residential address.</small>		
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	
Total points		

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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.

The police check must specify "Mines, Industry Regulation and Safety Licensing purposes" as the reason for the check. If you are providing a hard copy police check it must be the original or a certified copy. 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. 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

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Qualifications Set 1

The qualification required for registration as a building surveying practitioner technician under Set 1 is the CPCSS00005 or CPCSS00004 Provide building surveying services for residential buildings up to three storeys skillset or CPC50108 Diploma of Building Surveying as described on the National Register.

■ Attach a copy of your Provide building surveying services for residential buildings up to three storeys skillset or Diploma in Building Surveying.

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.

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: