



Registration

Building surveying contractor (individual) Form 36

Use of this form

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

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*.

A registered building surveying practitioner may:

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

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

Building surveying practitioner technicians cannot be building surveying contractors, nor can they be nominated supervisors for building surveying contractors.

Registration as a building surveying contractor

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

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

When considering an application for registration as a building surveying contractor the Board considers among other factors, the applicant's financial history, financial capacity, professional indemnity insurance, and arrangements in place to manage and supervise building surveying services.

Nominated supervisor

A building surveying contractor must have a registered building surveying practitioner appointed as the nominated supervisor at all times.

An individual building surveying contractor must also hold a building surveying practitioner registration. If you are not eligible for building surveying practitioner registration, you will not be able to satisfy the requirements of this application Form 36.

Level 1 building surveyors

Level 1 building surveying contractors are authorised to certify any type of building or incidental structure.

To be registered as a level 1 building surveying contractor, a person must also be registered as a level 1 building surveying practitioner.

Level 2 building surveyors

Level 2 building surveying contractors are authorised to certify:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to 9 building or incidental structure with a floor area not exceeding 2,000m²; and not higher than three storeys.

To be registered as a level 2 building surveying contractor, a person must also be registered as a Level 2 building surveying practitioner.

Financial probity

If you have experienced an insolvency event, further information regarding this event may be required. In certain circumstances, the Board has the power to declare a person an excluded contractor from registration as a building surveying contractor on either a temporary or permanent basis.

Ineligible person and excluded contractor

If you are currently declared an ineligible person or an excluded contractor (either temporarily or permanently), you cannot be registered as a building surveying contractor.

Financial capacity

Building surveying contractors must inform the Board if they have been an insolvent in the last three years.

Duration of registration

Registration is for a period of three years.

Application and registration fees

Payment of both an application fee and a registration fee must accompany this application.

GST is not payable on these fees.

The registration fee is for the three years.

If the Board refuses your application the registration fee will be refunded. The application fee is non-refundable.

Please refer to our website for the current schedule of fees.

Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- be currently registered or in the process or being registered as a building surveying practitioner with the Building Services Board;
- not be an ineligible person or excluded contractor;
- provide confirmation (for those applicants previously bankrupt) you have the financial capacity to meet debts as and when they fall due;
- have professional indemnity insurance;
- have arrangements in place to ensure that building surveying services to be carried out will be managed and supervised in a proficient manner;
- have no unpaid building service debts; 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 lodgement, 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.

Return of documents

The Department does not return documents. If required, make a copy before you submit your form and attachments.

How to submit and pay

Pay for and submit your application, including attachments:



Online

Submit your application and pay online: <https://www.commerce.wa.gov.au/building-and-energy/building-contractor-registration>



By post

Pay by credit card using the payment slip on the form or pay by 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.



Fax and email submission is not available for this application.

After your form is submitted

If the Department requires further information, you will be contacted.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration or impose a condition on registration is a reviewable decision in certain circumstances. If you disagree with the Board's determination in relation to your registration application, you may be able to apply to the SAT for a review of the decision.



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CHECKLIST

Use this checklist to ensure you have completed all parts of the application and that all necessary supporting documents are ready to attach

- Personal and contact details answered
- Proof of identification – 65 points ready to attach
- All questions answered and documents ready to attach, where applicable
- Professional indemnity insurance answered and attached
- Declaration signed and dated
- Payment – *appropriate payment at the time of submitting application made*

PAYMENT

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

Submit and pay for your application:

- Online**
 If you are submitting your application 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 application 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 your application.

Office Use only

Total Fee	\$	Department Code	BC	Chart Description	
					<input type="checkbox"/> BSurv App Fee Cont Ind Initial – Lvl 1&2
					<input type="checkbox"/> BSurv Reg Fee Cont Ind Initial – Lvl 1&2



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Your application cannot be assessed unless all sections are completed and all attachments are provided.

Tick the level of building surveying contractor you are applying for

Level 1 Level 2 Must be the same as your building surveying practitioner level.

Personal details

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify		
Family name			
First name			
Other name(s)	Date of birth		
Have you been known by any other name(s)			<input type="checkbox"/> No <input type="checkbox"/> Yes



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

Attached

ABN (mandatory)	ABN of registered entity. Not another entity or trust
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Principal place of business address – required for publication on the register. It cannot be a post office box number.

Street			
Suburb	State	Postcode	

Address for service – required for the purpose of serving documents. It cannot be a post office box number. As above

Street			
Suburb	State	Postcode	

Postal address – address for correspondence from the Department.

Street or PO Box			
Suburb	State	Postcode	

Contact details – email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (home)	Phone (office)		
Phone (mobile)	Email		

PROOF OF IDENTITY



Provide proof of your identity by attaching copies of one or more documents making a total of at least 65 points. At least one document must include photo identification.

Points allowed	Document	Points
65 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
40 points - for first document from this category 25 points - for additional documents from this category	<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	
25 points	<input type="checkbox"/> Medicare card	
Total points		

BUILDING SURVEYING PRACTITIONER REGISTRATION

As an individual building surveying contractor you must also be registered as a building surveying practitioner.

1 Are you currently registered as a building surveying practitioner in Western Australia? Yes No

If 'yes', what is your building surveying practitioner registration number? BSP: _____

If 'no' you must be registered as a building surveying practitioner in order to obtain a building surveying contractor registration.

REGISTRATION HISTORY

2 Have you been refused a licence or registration in the last ten years? Yes No

3 Have you had a licence or registration cancelled or suspended in the last ten years? Yes No

4 Have you as an individual, partner or director of a body corporate been involved in court, tribunal or disciplinary proceedings (including remedy orders) in the past ten years? Yes No

If you answered 'yes' to any of the questions above, provide full details on a separate page and submit with this application. Attached

MANAGEMENT AND SUPERVISION ARRANGEMENTS

You are required to have arrangements in place to ensure building surveying services carried out will be managed and supervised in a proficient manner.

Confirm the following:

- 5 I have sufficient management and supervision arrangements in place to ensure building services are carried out in a proficient manner. Yes
- 6 I have knowledge of my obligations and will ensure compliance with the *Building Act 2011* and the Building Regulations 2012. Yes
- 7 I have knowledge of the minimum technical construction standards of the National Construction Code which is comprised of Volumes One and Two of the Building Code of Australia. Yes
- 8 I will ensure any building surveyor practitioner technician employed or engaged will be supervised by a building surveyor practitioner level 1 or building surveyor practitioner level 2. Yes

INELIGIBLE PERSON

If you are currently an ineligible person, you cannot be registered as a building surveying contractor. The State Administrative Tribunal will have informed you if you have been declared an “ineligible person”.

Are you currently declared an ineligible person by the State Administrative Tribunal? Yes No

EXCLUDED CONTRACTOR

If you are currently an excluded contractor, you cannot be registered as a building surveying contractor. The Building Services Board will have informed you if you have been declared an “excluded contractor”.

- 9 Are you currently declared an excluded contractor by the Building Services Board? Yes No

FINANCIAL PROBITY

If you have experienced an insolvency event, you may be required to provide further information about this event in relation to the Building Services Board’s power to declare a person an excluded contractor. You will be contacted by the Department if further information is required.

- 10 Have you experienced an insolvency event* in the last five years? Yes No

**An insolvency event for individuals includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation by the State Administrative Tribunal on financial grounds.*

If you answered ‘yes’ above, identify your current status:

Still bankrupt

Discharged

Date discharged: / /

FINANCIAL CAPACITY

You must satisfy the financial requirements and must not be an insolvent. If you have been previously insolvent, you must now have the capacity to meet debts as and when they fall due.

11 Do you have the capacity to meet debts as and when they fall due? Yes No

PROFESSIONAL INDEMNITY INSURANCE

You must have professional indemnity insurance with a minimum level of indemnity of -

- a) \$1,000,000 for any one claim; and
- b) \$2,000,000 in aggregate during any one period of insurance.

Do you have the appropriate level of professional indemnity insurance? Yes No



Attach a copy of your certificate of professional indemnity insurance. Attached

It is expected that you will renew and maintain your insurance cover for the period of your registration.

The *Building Services (Registration) Act 2011* requires you to give the Building Services Board written notice of any change in circumstances that affects your eligibility to remain registered.

A change in your insurance arrangements could constitute such a change in circumstances. The notice to the Board must be given within seven days after the change in circumstances. The penalty for the offence of not notifying the Board is a fine of \$10,000.

BUILDING SERVICE DEBT

If you have an unpaid building service debt that has not been paid in full within the specified period or are not subject to a payment arrangement or proceedings have not commenced for an appeal or review, you cannot be registered as a building surveying contractor.

12 Do you have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or services for a building service? Yes No

13 Do you have any outstanding adjudicated amounts that are payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contracts (Former Provisions) Act 2004*? Yes No

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 Building Services 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 and credit report. 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