



Renewal of registration

Building surveying contractor (individual) Form 63

Use of this form

This form is to be used by building surveyors who are currently registered as practitioners and who are also registered as contractors with the Building Services Board and are applying for their contractor registration to be renewed.

If you decide that you no longer require contractor registration, please advise the Board.

Registration as a building surveying practitioner

In Western Australia a building surveyor who wishes to act as a nominated supervisor for a registered building surveying contractor or wishes to use a prescribed title such as *registered building surveying practitioner* must be registered as a building surveying practitioner.

Registration as a building surveying practitioner does not authorise a person to provide services as a contractor. This form is not for renewal of a building surveying practitioner registration.

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*.

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 contractor on either a temporary or permanent basis.

Financial capacity

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

Building service debt

If you have incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, your registration cannot be renewed.

Ineligible person

If you are currently declared an ineligible person, your registration cannot be renewed.

Registration expiry date

You must submit your completed form, and supporting documents, no later than the registration expiry date.

You are strongly encouraged to apply for renewal well before your expiry date to avoid your registration expiring.

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is for three years. GST is not payable on this fee.

If the Board refuses your application the registration fee will be refunded.

Late renewal of registration

If there is a reason you have not submitted your form by the expiry date you can apply for a late renewal. Late renewals can only be accepted within six months from the expiry date. However, the Board must also agree your circumstances are exceptional in order to accept your late renewal.

A fee is payable for late renewal of registration.

If you are not eligible for a late renewal you can re-apply for registration.

Return of documents

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

After your form is submitted

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

Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.

**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 6850

**In person**

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

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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



BPAY and online payment are not available for this renewal.

State Administrative Tribunal review of Board decisions

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

More information

If you need more information about the status of your renewal, contact the Licensing Renewals team on 1300 489 099 or email

be.renewals@dmirs.wa.gov.au



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CHECKLIST

Use this checklist to ensure all parts of the application are completed and all necessary supporting documents are attached.

- Form complete – all questions answered
- Contact details provided
- Questions 1 to 7 answered
- Professional indemnity insurance details completed
- Declaration signed and dated
- Payment details provided

PAYMENT

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only					
Registration No:		Department Code	BC	Chart Description	<input type="checkbox"/> BSurv Reg Fee Cont Ind Renewal LVL 1&2
Total Fee	\$	Link Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Ensure all parts of this application form are completed and all necessary supporting documents are attached. You must submit a completed form, supporting documents and payment by your registration expiry date. Incomplete applications **will not** be processed.

OFFICE
USE

Personal details

CONDITION

Registration No.			Expiry date	
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	

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 (work)	
Phone (mobile)*		Email	

MANAGEMENT AND SUPERVISION

You are required to have arrangements in place to ensure that the building surveying services are carried out in a proficient manner.

OFFICE
USE

- 1 Can you confirm you have management and supervision arrangements in place? Confirmed Not confirmed

INELIGIBLE PERSON

If you are currently an ineligible person, your registration cannot be renewed. The State Administrative Tribunal will have informed you if you have been declared an "ineligible person".

- 2 Are you currently declared an ineligible person by the State Administrative Tribunal? 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.

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

**An insolvency event for an individual (officer) 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 are required to satisfy the financial requirements.

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

BUILDING SERVICE DEBT

If you have a building service debt that has not been paid in full within the specified period (or is not subject to a payment arrangement, or proceedings have not commenced for an appeal or review) your registration cannot be renewed.

- 5 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

- 6 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

YOUR PRACTITIONER REGISTRATION

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

OFFICE USE

7 State your practitioner registration number:

Registration number

PROFESSIONAL INDEMNITY INSURANCE

You are required to have professional indemnity insurance with a minimum level of indemnity of \$1,000,000 in any one claim and \$2,000,000 in aggregate in any one period of insurance.

State your insurance cover below:

Insurer				<input type="checkbox"/>
Policy number		<input type="checkbox"/>		<input type="checkbox"/>
Cover for any one claim	\$			<input type="checkbox"/>
Aggregate of cover in any one period of insurance	\$			<input type="checkbox"/>

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 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.

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.

Declaration

I, _____
Applicant's name (name of registered entity)

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