



Intention to sit Board examinations

Building practitioners

Form 48

Use of this form

This form is to be used by people who plan to apply for registration as building practitioners with the Building Services Board under set 4 or 5 and intend to undertake the Board's written examinations.

The Regulations

The Building Services (Registration) Regulations 2011 require applicants under set 4 and 5 to demonstrate experience sufficient to gain knowledge and skills equivalent to those possessed by a person who has successfully completed a qualification referred to in set 1.

The Regulations allow the Board to conduct examinations to assess a person's knowledge and skills in relation to building work.

If you have not completed the CPC50210 Diploma in Building and Construction (Building) referred to in set 1, or an equivalent qualification as determined by the Board, you will need to complete the following assessments. Examinations 1-4 require a pass mark of 60% and the applicant must be deemed competent in assignment (number 5).

1. Construction Residential Low Rise;
2. Construction Medium Rise Commercial;
3. Estimating;
4. Financial, Contractual and Legislative; and
5. Site Management (2 week assignment).

Examinations

The examinations are typically held on a Friday of every second month.

For people in the metropolitan area, the examinations are held at North Metropolitan TAFE, 140 Royal Street, East Perth at 1.00pm on each examination date.

Alternative arrangements can be made for people outside of the metropolitan area, where appropriate. If this applies to you, please contact the department (Licensing Services) for further information.

Examinations are conducted in English without the aid of an interpreter. People with disabilities who may require assistance sitting the examinations should contact Licensing Services.

Re-sit of examinations

A person who fails any examination on a first or second attempt, will be offered a second or third attempt to sit the examination.

A person who fails an examination on the third attempt does not satisfy the Board that they have the required skills and knowledge and:

- may complete the qualification referred to in set 1;
- may resit the examination with a further three attempts, after a delay of a minimum of two years in which the person has undertaken studies or gained further experience relevant to the knowledge and skills required for registration; and
- may not substitute a pass mark gained in an alternative examination for a fail mark in any Board examination.

Examination fees

An examination fee per examination is applicable for people sitting in the metropolitan area.

A marking fee per examination is applicable for people sitting in non-metropolitan areas. Any sitting fees applied by the regional institute are payable directly to the institution.

Both the examination and marking fee include GST. Fees are payable to the department prior to sitting the examinations.

Registration requirements

Once you have successfully completed examinations 1-4 and assignment 5, you will need to lodge an application for registration as a building practitioner.

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.

Applications and payments

Please complete and sign your application.
Lodge it with your supporting documents and payment.

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


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


Level 1, 303 Sevenoaks Street
Cannington WA 6107

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

In person (drop off only service)

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street, PERTH

 BPAY and online payment are not available for this application.

 Email or fax applications are not available for this application.

Certified copies

To have a copy certified you must show a copy of the document, together with the original document to a person who is a qualified witness.

The witness must:

- certify the copy is a true copy of the original;
- place their signature, together with their full name and address and their qualification to be a witness, immediately adjacent to the words of certification.

The following people, who must not be related to the applicant, are qualified to witness:

- Accountant
- Bank Manager
- Chemist
- Dentist
- Doctor
- Justice of the Peace
- Lawyer
- Local Government Councillor
- Minister of Religion
- Police Officer
- Post Office Manager
- Public Servant
- Real Estate Agent

and other people listed in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

After your form is submitted

Licensing Services 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 and ask for Licensing Services.

More information

If you need more information about the examinations or about practitioner registration generally please call 1300 489 099 and ask for Licensing Services, or email be.licensing@dmirs.wa.gov.au.

The Board's *Conduct of Examinations* policy can be found at

<https://www.commerce.wa.gov.au/building-and-energy/building-services-board>.



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Building practitioner (set 4 or 5)

CHECKLIST

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

- Proof of identification attached
- Examination dates nominated
- Payment made

PAYMENT

CREDIT CARD PAYMENT DETAILS

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

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

Office Use only

Total Fee	\$	Department Code	BD	Chart Description	
					<input type="checkbox"/> Building Examination Fee - metro area
					<input type="checkbox"/> Building Examination Fee - outside metro area



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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	

Postal address – address for correspondence from the department.

Street or PO Box			
Suburb		State	Postcode

Contact details

Phone (home)	()	Phone (work)	()
Phone (mobile)		Fax	()
Email			

PROOF OF IDENTITY



Provide proof of your identity by attaching a certified copy of photographic identification such as a current passport, Australian issued drivers licence, Australian government issued identification card or Australian tertiary student identification card.

Proof of photographic identification provided

EXAMINATION DATES

The examinations are held at North Metropolitan TAFE, 140 Royal Street, East Perth at 11.00am on each examination date.

Due to the length of the examinations, only one can be completed per examination date. You must complete the examinations in the order set out below. You cannot progress to the next examination until you have passed the preceding examination.

The examination dates are published on the department's website. Please review the dates and nominate when you would like to undertake the examinations below –

Examination	Nominated Date	Within metro area	Outside metro area	Office use only
<input type="checkbox"/> Construction Residential Low Rise (3 hours)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	Evidence received: <input type="checkbox"/> Yes <input type="checkbox"/> No Paper version: _____ Examination date: __/__/____ Grade received: _____%
<input type="checkbox"/> Construction Medium Rise Commercial (3 hours)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	Evidence received: <input type="checkbox"/> Yes <input type="checkbox"/> No Paper version: _____ Examination date: __/__/____ Grade received: _____%
<input type="checkbox"/> Estimating (3 hours)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	Evidence received: <input type="checkbox"/> Yes <input type="checkbox"/> No Paper version: _____ Examination date: __/__/____ Grade received: _____%
<input type="checkbox"/> Financial, Contractual and Legislative; (3 hours)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	Evidence received: <input type="checkbox"/> Yes <input type="checkbox"/> No Paper version: _____ Examination date: __/__/____ Grade received: _____%
<input type="checkbox"/> Site Management (2 week assignment project)		<input type="checkbox"/>	<input type="checkbox"/>	Evidence received: <input type="checkbox"/> Yes <input type="checkbox"/> No Paper version: _____ Examination date: __/__/____ Competent: <input type="checkbox"/> Yes <input type="checkbox"/> No