Registration

Building practitioner (mutual recognition)

Use of this form
This form is to be used by people registered/licensed as a builder in any other Australian State/Territory or New Zealand, applying to be registered as building practitioners with the Building Services Board in Western Australia.

Under the Mutual Recognition (Western Australia) Act 2010 or the Trans-Tasman Mutual Recognition (Western Australia) Act 2007 such a person is entitled to an equivalent registration in WA as a building practitioner. Mutual recognition cannot be applied to contractor registration.

If you are not registered/licensed as a building practitioner, or an equivalent occupation, in any other Australian State/Territory or New Zealand, you must make an initial application for building practitioner registration. See:

If you want to contract to provide building services to others, you must make a separate application for registration as building contractor under section 18 of the Building Services (Registration) Act 2011.

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

The application fee is $200.00.
The registration fee is $575.00 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.

Mutual recognition requirements
To be considered for registration you must:

• provide a complete application including payment of application and registration fees;
• provide evidence of current relevant registration/licence in any other Australian State/Territory or New Zealand; 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 Building Commission cannot process incomplete applications. If your application is incomplete at the time of lodgement it will be returned. If your application is later found to be incomplete or is not fully informative, 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 refused. The application fee will not be refunded.

Registration as a building practitioner
A registered building practitioner may:

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

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

• be named as a builder on a building permit;
• provide services as a builder for work that requires a building permit, has a value of $20,000 or more and is located within the area of the Board’s jurisdiction; or
• use a prescribed title such as registered building contractor.
How to lodge and pay
Pay for and lodge your application including attachments:

By post
Lodge your application and pay by cheque or money order made payable to the Building Commission or pay by card using the payment slip on the form.

Building Commission
Locked Bag 14
Cloisters Square WA 6107

In person
Lodge your application and pay by cash, cheque, money order or card at the Building Commission counter.

Building Commission
Level 1, 303 Sevenoaks Street
Cannington WA 6107

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

BPAY and online payment are not available for this application.

The Building Commission will not receive email or fax applications.

Return of documents
The Building Commission does not return documents lodged with applications. If you need a copy of your application or attached documents, please make a copy before you lodge your application.

Certified copies
If you are providing a copy of a document with your application rather than the original it must be a certified copy. 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 application is lodged
The Building Commission will confirm receipt of your application. If you do not receive an acknowledgement of your application within 15 business days, please contact the Building Commission on 1300 489 099.

More information
If you need more information about the status of your application or about practitioner registration generally please call 1300 489 099 and ask for the Licensing team, or email bclicensing@commerce.wa.gov.au.
Building practitioner
(mutual recognition)

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

Personal details

<table>
<thead>
<tr>
<th>Salutation</th>
<th>□ Mr</th>
<th>□ Mrs</th>
<th>□ Ms</th>
<th>□ Other please specify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other name(s)</td>
<td></td>
<td>Date of birth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you been known by any other names?  □ No  □ Yes

If you answered ‘yes’ above, attach a separate page with full details.  □ Attached

Principal place of business address – required for publication in the register. It cannot be a post office box.

<table>
<thead>
<tr>
<th>Street</th>
<th></th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>
| Postal address – address for correspondence from the Building Commission.

<table>
<thead>
<tr>
<th>Street or PO box</th>
<th></th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Residential address – this address will be used on the register if a Principal place of business address is not provided.

<table>
<thead>
<tr>
<th>Street</th>
<th></th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Contact details

<table>
<thead>
<tr>
<th>Phone (home) ( )</th>
<th>Phone (work) ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone (mobile)</td>
<td>Fax ( )</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
## PROOF OF IDENTITY

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

<table>
<thead>
<tr>
<th>Points allowed</th>
<th>Document</th>
<th>Points</th>
<th>Office use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>70 points</strong></td>
<td>Birth certificate (not an extract)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current passport</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Australian citizenship certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>40 points</strong></td>
<td>Current Australian issued licence or permit card e.g. drivers licence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- for first document from this category.</td>
<td>Current Australian government issued identification card</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>25 points</strong></td>
<td>Australian tertiary student identification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- for additional documents from this category.</td>
<td>Australian Land Title Office record</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>35 points</strong></td>
<td>Mortgage document held by an Australian financial body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A document from this set must show your name and current residential address.</td>
<td>Australian Land Title Office record</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Document from the Credit Reference Association of Australia</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>25 points</strong></td>
<td>Australian public utility bill, rates notice or bank statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit or debit card issued by Australian banking or credit institution</td>
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<tr>
<td></td>
<td>Medicare card</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Marriage certificate (for maiden name only) or change of name certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total points

<table>
<thead>
<tr>
<th>Total points</th>
<th></th>
</tr>
</thead>
</table>
NOTICE SEEKING REGISTRATION BY MUTUAL RECOGNITION

1. I am registered in [ ]

Supply details of current registration in the first Australian State/Territory or New Zealand.

as a [ ] Registration number [ ]

Date issued [ ] / [ ] / [ ] Expiry date [ ] / [ ] / [ ]

with the following special conditions [ ]

and as such I seek to be registered in Western Australia in accordance with the mutual recognition principle as described in the Mutual Recognition (Western Australia) Act 2010 or the Trans-Tasman Mutual Recognition (Western Australia) Act 2007 as a building practitioner.

I have attached the original or a complete and accurate certified copy of the instrument evidencing my existing registration and any special conditions issued in the first Australian State/Territory or New Zealand. [ ] Attached

I have attached a copy/print out of the relevant register evidencing my existing registration, the currency of my registration and a full statement of special conditions issued in the first Australian State/Territory or New Zealand. [ ] Attached

2. In addition to the registration stated above, I also hold registration(s) in other Australian States/Territories or New Zealand as a building practitioner or equivalent occupation.

[ ] Yes, fill out the table below

[ ] No, proceed to Q3

<table>
<thead>
<tr>
<th>Australian State/Territory or New Zealand</th>
<th>Registration type/class</th>
<th>Date issued</th>
<th>Expiry date</th>
<th>Special conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

I have attached the original or a complete and accurate certified copy of the instrument evidencing my other existing registration(s) and any special conditions issued in other Australian States/Territories or New Zealand. [ ] Attached

I have attached a copy/print out of the relevant register evidencing my other existing registration(s), the currency of my registration(s) and a full statement of special conditions issued in other Australian States/Territories or New Zealand. [ ] Attached

3. To the best of my knowledge:

[ ] 3.1 I am not the subject of disciplinary proceedings in any Australian State/Territory or New Zealand, including any preliminary investigations or action that might lead to disciplinary proceedings, in relation to my registration(s) as building practitioner or equivalent occupation. [ ] True [ ] False

[ ] 3.2 My registration(s) in any Australian State/Territory or New Zealand is not cancelled or currently suspended as a result of disciplinary action. [ ] True [ ] False

[ ] 3.3 I am not otherwise personally prohibited from working as a building practitioner or equivalent occupation, as a result of criminal, civil or disciplinary proceedings in any Australian State/Territory or New Zealand. [ ] True [ ] False
I, [Full name of applicant] sincerely declare that the information provided in this notice is true and I know that it is an offence to make a declaration knowing that it is false in material particular. This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 as follows.

I also consent to the making of enquiries, and the exchange of information with, the authorities of any Australian State/Territory or New Zealand regarding my activities as a building practitioner or equivalent occupation or otherwise regarding matters relevant to this notice.

This declaration:

Declared at: [Place] In the State of [e.g. Western Australia]
On: [Date] Applicant signature

Before me: [Signature of competent witness]

Name of witness

Qualification of authorised witness

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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
- [ ] Notice seeking registration by mutual recognition
- [ ] Evidence of first current registration in Australian State/Territory or New Zealand attached
- [ ] Evidence of other current registration in Australian States/Territories or New Zealand attached
- [ ] Statutory Declaration signed and dated
- [ ] Payment made

An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the Building Commission on 1300 489 099 and ask for the Licensing team.
**PAYMENT**

**Application and Registration fee**

GST is not applicable

- [$775.00 ($200.00 application fee + $575.00 for 3 years registration)]

**Payment method**

- Cash
- Cheque
- Money order
- Credit card

<table>
<thead>
<tr>
<th>Card authorisation</th>
<th>Building Commission ABN: 91 329 800417</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
<td>Mastercard</td>
</tr>
<tr>
<td>Card number</td>
<td></td>
</tr>
<tr>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Name on card</td>
<td>Amount payable</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Cardholder’s signature</td>
<td>Date</td>
</tr>
<tr>
<td>Cardholder’s contact phone number</td>
<td></td>
</tr>
</tbody>
</table>