Government of **Western Australia**
Department of **Commerce**

Building Commission

Registration
Building surveying practitioner (mutual recognition)

Form 33

Use of this form

This form is to be used by people registered/licensed as a building surveyor in Australia applying to be registered as building surveying practitioners with the Building Services Board in Western Australia.

Under the *Mutual Recognition (Western Australian) Act 2010* such a person is entitled to an equivalent registration in WA as a building surveying practitioner. Mutual recognition cannot be applied to contractor registration.

If you are not registered/licensed as a building surveying practitioner, or an equivalent occupation, in other Australian States/Territories, you must make an initial application for building surveying practitioner registration. See: http://www.commerce.wa.gov.au/building-commission/building-surveying-practitioner-registration

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

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*, in Western Australia.

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.

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*.

Registration and application fees

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

The application fee is $105.00

The registration fee is: $868.00 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; 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.

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 6850

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.

Government of **Western Australia**
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Building Commission

OFFICE USE

Notice – Registration **Form 33**

Building surveying practitioner (mutual recognition)

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

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?		☐ 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.

Street			
Suburb		State	Postcode

Postal address – address for correspondence from the Building Commission.

Street or PO box			
Suburb		State	Postcode

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

Street			
Suburb		State	Postcode

Contact details

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

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.

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

NOTICE SEEKING REGISTRATION BY MUTUTAL RECOGNITION

1 I am registered in

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

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* as a building surveying 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. ☐ 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. ☐ Attached

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

☐ Yes, fill out the table below

☐ No, proceed to Q3

Australian State/Territory	Registration type/class	Date issued	Expiry Date	Special conditions	
		/ /	/ /	☐ Yes	☐ No
		/ /	/ /	☐ Yes	☐ No
		/ /	/ /	☐ Yes	☐ No

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. ☐ 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. ☐ Attached

3 To the best of my knowledge:

3.1 I am not the subject of disciplinary proceedings in any Australian State/Territory, including any preliminary investigations or action that might lead to disciplinary proceedings, in relation to my registration(s) as building surveying practitioner or equivalent occupation. ☐ Yes ☐ No

3.2 My registration(s) in any Australian State/Territory is not cancelled or currently suspended as a result of disciplinary action. ☐ Yes ☐ No

3.3 I am not otherwise personally prohibited from working as a building surveying practitioner or equivalent occupation, as a result of criminal, civil or disciplinary proceedings in any Australian State/Territory. ☐ Yes ☐ No

STATUTORY DECLARATION

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 regarding my activities as a building surveying 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	

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 attached
- ☐ Evidence of other current registration in Australian States/Territories 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

☐ $973.00 ($105.00 application fee + $868.00 for 3 years registration)

Payment method

☐ Cash ☐ Cheque ☐ Money order ☐ Credit card

Card authorisation **Building Commission ABN: 91 329 800417**

☐ Visa ☐ Mastercard	
Card number / / /	Expiry date /
Name on card	Amount payable $
Cardholder's signature	Date
Cardholder's contact phone number	

Department of Commerce | Building Commission
Level 1, 303 Sevenoaks Street, Cannington WA 6107 | Locked Bag 14, Cloisters Square, WA 6850
Telephone 1300 489 099 | Facsimile (08) 6251 1501
bclicensing@commerce.wa.gov.au
www.commerce.wa.gov.au/buildingcommission
ABN: 91 329 800417