



# Registration

## Building surveying practitioner (level 1)

Form 29

### Use of this form

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

In Western Australia the *Building Services (Registration) Act 2011* provides for registration in two classes of building surveyor, building surveying practitioner and building surveying contractor.

There are three levels of building surveying practitioner: level 1, level 2 and technician, and two levels of building surveying contractor: level 1 and level 2.

### 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.

When considering an application for registration as a building surveying practitioner the Board considers:

- your qualifications and experience;
- your fitness and propriety; and
- any other requirements prescribed by the Building Services (Registration) Regulations 2011.

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

### Level 1

Applicants for registration at level 1 must have a Bachelor of Building Surveying and Certification granted by Central Queensland University, or equivalent qualification and experience in building surveying work.

If you do not have this qualification and experience you may be able to register at level 2 or as a building surveying technician.

A building surveying practitioner level 1 is authorised to certify any type of building or incidental structure.

### 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*.

### Period of registration

If the Board approves your application, registration is granted for a period of three years.

### Registration and application fees

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

The registration fee is 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.

### Registration requirements

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.

### Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

## Incomplete applications

The Department 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 returned. The application fee will not be refunded.

## How to lodge and pay

Pay for and lodge your application including attachments:



### 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 8:30am to 4:30pm.



### 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.



Fax and email lodgement are not available for this application.

## Return of documents

The Department 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 an authorised witness.

The witness must:

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

Professionals in the following occupations, who must not be related to the applicant, are qualified to certify documents:

- 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

A complete list of authorised witnesses is available in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

## After your application is lodged

The Department 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.

The Licensing Services branch will thoroughly assess your application and will contact referees to verify information provided.

When satisfied that your application is complete and payment is received, the Department will refer your application to the Board for a decision.

## State Administrative Tribunal review of Board decisions

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

## More information

If you need more information about the status of your application or about practitioner registration generally please contact Licensing Services on 1300 489 099 or email [be.licensing@dmirs.wa.gov.au](mailto:be.licensing@dmirs.wa.gov.au).



# Registration

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**29**

## Building surveying practitioner (level 1)

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

### 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
- Fitness and propriety questions 1-11 answered and if necessary, documents attached
- Australian police check – less than three months old attached
- Bachelor of Building Surveying and Certification or equivalent qualification attached
- Statement of building surveying work signed and attached
- Declaration signed and dated
- Payment made

### 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

Application No. (NEW)	Department Code	BC	Chart Description	<input type="checkbox"/> BSurv App Fee Prac Ind Initial – Lvl 1&2 <input type="checkbox"/> BSurv Reg Fee Prac Ind Initial – Lvl 1&2
<b>Total Fee</b>	\$			



# Registration

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

## 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 names?	<input type="checkbox"/> No <input type="checkbox"/> Yes			



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

Current occupation	
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**Principal place of business address** – required for publication in 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.

As above.

Street or PO Box			
Suburb	State	Postcode	

## Contact details

Phone (home)	(    )	Phone (work)	(    )
Phone (mobile)*			
Email*			

**\*Required** to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration

## 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
<b>70 points</b>	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate		
<b>40 points</b> - for first document from this category. <b>25 points</b> - 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		
<b>35 points</b> A document from this set must show your name and current residential address.	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia		
<b>25 points</b>	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Credit or debit card issued by Australian banking or credit institution <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate		
<b>Total points</b>			

## FITNESS AND PROPRIETY

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1  | Have you ever been refused registration as a building surveyor by a registration board or similar body in any Australian state or territory?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2  | Have you ever been refused a registration or occupational licence, other than as a building surveyor, by a registration board or similar body in any Australian state or territory?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3  | Has your registration with any registration board ever been suspended or cancelled, other than for non-payment of registration?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4  | Have you ever been disciplined by any registration board?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5  | Are you currently the subject of disciplinary proceedings by any registration board, including any preliminary investigation or action that might lead to disciplinary proceedings?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6  | Have you ever been the subject of an order made by the State Administrative Tribunal?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7  | Have you been a director or officer, of a corporation which has been the subject of disciplinary proceedings for contravention of the <i>Building Act 2011</i> , <i>Building Services (Registration) Act 2011</i> or the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> or the <i>Home Building Contracts Act 1991</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8  | Have you ever been disqualified from being a director of a company?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9  | Have you ever been a director or officer of a company that has been declared an insolvent?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Have you ever been declared bankrupt?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Are there any other matters which may be relevant to your suitability for registration about which the Board should be informed?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



If you answered 'yes' to any of questions 1 to 11 above, please attach details and if appropriate, a list of cases. If you prefer you may place these attachments in a sealed envelope marked with your name. A "yes" response will be considered by the Board on the facts presented and may not affect your application for registration.

Attached  N/A

## AUSTRALIAN POLICE CHECK

You must apply for and attach to this application an Australian police check from the approved list of providers, available here: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). If you are providing a hard copy police check it must be the original or a certified copy. An electronic police check can be verified online and does not need to be certified. For more information about how to obtain a police check, go to: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). The date of issue of the police check must be within three (3) months of the date you lodge this application.



Attach an Australian police check dated within three months of this application date.

Attached

## QUALIFICATIONS LEVEL 1

The Building Services (Registration) Regulations 2011 require applicants for registration as a building surveyor at level 1 to have a Bachelor of Building Surveying and Certification granted by the Central Queensland University.



Attach a copy of your Bachelor of Building Surveying and Certification granted by the Central Queensland University.

Attached

The Board has discretion to consider alternative qualifications that it accepts as equivalent to the required qualification. Please refer to the Board's policies on equivalent qualifications on the department's website: [www.commerce.wa.gov.au/building-and-energy/boards-and-committees](http://www.commerce.wa.gov.au/building-and-energy/boards-and-committees).

## EXPERIENCE LEVEL 1

Applicants for registration at level 1 must have the equivalent of three years full-time in building surveying work. Use the template at Attachment 1 to record your experience. Department staff will verify your experience.

### Building surveying work

The Building Services (Complaint Resolution and Administration) Regulations 2011 describe *building surveying work* as:

- the examination of plans and specifications for a building or incidental structure to assess the safety, accessibility and energy efficiency of a building or incidental structure if the building or incidental structure is built in accordance with the plans and specifications; and
- the examination of an existing building or incidental structure to assess the safety, accessibility and energy efficiency of the building or incidental structure.

### Applicants from the United Kingdom

For applicants from the United Kingdom, building control surveying work is equivalent to building surveying work in Western Australia. Do not claim building surveying work from the United Kingdom.

### Three years full-time experience

For registration you must submit your record of experience with a total of at least the equivalent of three years full-time experience in building surveying work. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out building surveying work. If you worked overtime, you cannot allow more than one day for each day worked.

### Statement of building surveying work – Attachment 1

Use Attachment 1 to record your experience, in date order, in building surveying work. Ensure that all experience claimed is independently verified by the employer or authorised representative. Alternatively, attach a reference verifying your experience claim. It is an offence to make a false or misleading statement in this application.



Statement of building surveying work (Attachment 1).

Attached

**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 Board and its staff to make enquires and to receive and disclose any information about this application.

**Declaration**

I

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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. 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.

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Signature

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Date



## STATEMENT OF BUILDING SURVEYING WORK

Use this template to record your experience, in date order, in building surveying work. Arrange for the employer or authorised representative such as the manager or supervisor familiar with your work to endorse this record. Alternatively attach statements of verification. It is an offence to make a false or misleading statement in this application. If you need more space to document your experience, make copies of this template.

### Describe the positions you held that were in building surveying work

Refer to the definition of *building surveying work* on page 5. Do not claim work or experience outside of this definition.

#### Position 1 - Details of employment

Employer					
Employer address					
Position held					
Position start date	/	/	Position end date	/	/
Your employment was	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> As required	If you worked 'as required', please tally and indicate the full time equivalent (FTE) in months	
				.....	FTE (months)
What work did you do? What was your role and responsibilities?					
Endorsed by authorised representative, or attach written verification					<input type="checkbox"/> Attached
Name of person					
Position held				Phone (    )	
Email					
Signature				Date    /    /	

# Attachment 1 Building surveying practitioner level 1 Form 29

## Describe the positions you held that were in building surveying work

Refer to the definition of *building surveying work* on page 5. Do not claim work or experience outside of this definition.

### Position 2 - Details of employment

Employer			
Employer address			
Position held			
Position start date	/ /	Position end date	/ /
Your employment was	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> As required If you worked 'as required', please tally and indicate the full time equivalent (FTE) in months
			..... FTE (months)
What work did you do? What was your role and responsibilities?			
Endorsed by authorised representative, or attach written verification			<input type="checkbox"/> Attached
Name of person			
Position held		Phone ( )	
Email			
Signature		Date	/ /

# Attachment 1 Building surveying practitioner level 1 Form 29

## Describe the positions you held that were in building surveying work

Refer to the definition of *building surveying work* on page 5. Do not claim work or experience outside of this definition.

### Position 3 - Details of employment

Employer					
Employer address					
Position held					
Position start date	/	/	Position end date	/	/
Your employment was	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> As required If you worked 'as required', please tally and indicate the full time equivalent (FTE) in months	.....	FTE (months)
What work did you do? What was your role and responsibilities?					
Endorsed by authorised representative, or attach written verification					<input type="checkbox"/> Attached
Name of person					
Position held				Phone ( )	
Email					
Signature				Date	/ /

***If you need more space to document your experience, make copies of this template.***