



Form 32: Registration - Building surveying practitioner technician (set 2)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

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 technician may use a prescribed title such as registered building surveying practitioner technician.

When considering an application for registration as a building surveying practitioner technician 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.

Set 2

Set 2 is the registration pathway for applicants who have experience between 1 July 2007 to 30 June 2008 in building surveying work for a local government in Western Australia. If you do not have this experience you may be able to register under another pathway.

A building surveying practitioner technician is authorised to certify:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to Class 9 building or incidental structure –
 - (a) with a floor area not exceeding 500m²;and
 - (b) not higher than 2 storeys.

Period of registration

If the Board approves your application, registration will be 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 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 assess incomplete applications. If your application is incomplete at the time of submission, 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 lapsed or refused. The application fee will not be refunded.

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How to submit and pay

Pay for and submit your application including attachments:

Online

Submit your application and pay [online](#).

By post

Pay by credit card using our payment slip form:

<https://www.commerce.wa.gov.au/publications/application-payment-form>, or through 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

Submit your application and pay by cash, cheque, money order or card at the customer service counter. Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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

- ▶ BPAY is not available for this application.
- ▶ Fax and email submission are not available for this application.

Return of documents

The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

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 Department will thoroughly assess your application and may contact the person that endorsed your experience to verify information provided.

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

State Administrative Tribunal review of Board decisions

If you are aggrieved by a decision of the Board refusing to renew your registration or imposing a condition on your registration you may apply to the State Administrative Tribunal 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.

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Checklist

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

- 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
 - Statement of building surveying work signed and attached
 - Declaration signed and dated
 - Payment - I will make appropriate payment as applicable at the time of submitting my application.
-

Payment

Visit our [building fee schedule page](#) for current application and registration fees.

Submit and pay for your application:

- Online**
If you are submitting this form [online](#), you will be able to make payment using the department's secure payment gateway.
 - By post (or in person) using your credit card**
If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it to your application.
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Ensure you complete all parts of your application and attach all necessary supporting documents. Incomplete applications will not be processed.

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? Yes No

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

Attached

Principal place of business

Note: A principal place of business is required for publication in the register. It cannot be a post office box number.

Street address:

Suburb: State: Postcode:

Address for service

Note: required for the purpose of serving documents. It cannot be a post office box number.

As above Street address:

Suburb: State: Postcode:

Postal address

Note: A postal address is required for correspondence from the Department.

As above Street address 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.

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Proof of identity

Provide proof of your identity by attaching 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
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
40 points ⁽¹⁾ 25 points ⁽²⁾	<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	
	(1) 40 points for first document from this category. (2) 25 points for additional documents from this category.	
35 points ⁽³⁾	<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	
	(3) A document from this set must show your name and current residential address.	
25 points	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate	
Total points		

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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? Yes 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? Yes No
3. Has your registration with any registration board been suspended or cancelled, other than for non-payment of fees? Yes No
4. Have you been disciplined by any registration board? Yes No
5. Have you been or are you currently the subject of disciplinary proceedings by any registration board, including any preliminary investigation or action that might lead to disciplinary proceedings? Yes No
6. Have you been the subject of an order made by the State Administrative Tribunal? Yes No
7. Have you been a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the *Building Act 2011*, *Building Services (Registration) Act 2011* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*? Yes No
8. Have you been disqualified from being a company director? Yes No
9. Have you been a director or officer of a company that has been declared an insolvent? Yes No
10. Have you been declared bankrupt? Yes No
11. Are there any other matters which may be relevant to your suitability to continue to hold a registration about which the Board should be informed? Yes 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. The police check must specify "Mines, Industry Regulation and Safety Licensing purposes" as the reason for the check.

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. 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

Experience Set 2

Set 2 is the pathway to registration for people who have 12 months full-time experience in the period between 1 July 2007 to 30 June 2008, in building surveying work for a local government in Western Australia. 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.

12 months full-time experience

For registration you must submit your record of experience

in the period between 1 July 2007 and 30 June 2008 demonstrating a total of 12 months full-time experience in building surveying work for a local government in Western Australia. If you worked overtime, you cannot allow more than one day for each day worked.

Not valid as experience

The Board does not recognise experience obtained outside the period of 1 July 2007 to 30 June 2008 or experience gained other than with a Western Australian local government.

Statement of building surveying work – Attachment 1

Use Attachment 1 to record your experience, in date order, in building surveying work in the period between 1 July 2007 and 30 June 2008 with a local government in Western Australia. 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.

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- Statement of building surveying work (Attachment 1).

Attached

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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 (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.

Signature:

Date:

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Attachment 1: Statement of building surveying work

Use this template to record your experience, in date order, in building surveying work in the period between 1 July 2007 and 30 June 2008 for a local government in Western Australia. 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, from 1 July 2007 to 30 June 2008

Refer to the definition of building surveying work on page 7. Do not claim work or experience outside of this definition.

Position 1 - Details of employment

Employer:

Employer address:

Position held:

Start date:

End date:

Your employment was:

Full time

Part time

As required*

*If you worked 'part time' or '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

Attached

Name of person:

Position held:

Phone:

Email:

Signature:

Date:

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Attachment 1

Describe the positions you held that were in building surveying work, from 1 July 2007 to 30 June 2008

Refer to the definition of building surveying work on page 7. Do not claim work or experience outside of this definition.

Position 2 - Details of employment

Employer:

Employer address:

Position held:

Start date:

End date:

Your employment was:

Full time

Part time

As required*

*If you worked 'part time' or '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

Attached

Name of person:

Position held:

Phone:

Email:

Signature:

Date:

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Attachment 1

Describe the positions you held that were in building surveying work, from 1 July 2007 to 30 June 2008

Refer to the definition of building surveying work on page 7. Do not claim work or experience outside of this definition.

Position 3 - Details of employment

Employer:

Employer address:

Position held:

Start date:

End date:

Your employment was:

Full time

Part time

As required*

*If you worked 'part time' or '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

Attached

Name of person:

Position held:

Phone:

Email:

Signature:

Date:

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