



Registration

Building surveying practitioner technician (set 2)

Form 32

Use of this form

This form is to be used by people applying to be registered as building surveying practitioners at technician level 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 technician 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 3 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 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 authorised 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 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 the person that endorsed your experience 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.

SAT 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@commerce.wa.gov.au.



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An incomplete or inaccurate application will not be accepted. If you need help completing this form please contact Licensing Services on 1300 489 099.

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
- 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

Application plus three year registration fee

Office Use only

Application No. (NEW)	Department Code	BC	Chart Description	<input type="checkbox"/> BSurv App Fee Prac Tech Initial <input type="checkbox"/> BSurv Reg Cont Ind Tech Initial
Total Fee	\$			



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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
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate		
40 points - for first document from this category. 25 points - 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		
35 points 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		
25 points	<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		
Total points			

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. 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. 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.



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

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

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 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 FTE (months)	
If you worked 'as required', please tally and indicate the full time equivalent (FTE) in 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	/ /

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 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 / /	

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 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 FTE (months)	
If you worked 'as required', please tally and indicate the full time equivalent (FTE) in 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.