



Registration

Building surveying contractor (partnership) Form 37

Use of this form

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

What is a partnership?

A partnership can include one or more individuals (natural persons), corporations, unincorporated bodies, or a mixture of two or all three.

Registration as a building surveying contractor

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

- contract with others to provide building surveying services;
- issue compliance certificates; or
- use a prescribed title such as *registered building surveying contractor*.

When considering an application for registration as a building surveying contractor the Board considers among other factors, the applicant's financial history, financial capacity, professional indemnity insurance and arrangements in place to manage and supervise building surveying services.

Nominated supervisor

A building surveying contractor must have a registered building surveying practitioner appointed as the nominated supervisor at all times.

Building surveying practitioner technicians cannot be nominated supervisors for building surveying contractors.

Level 1 building surveyors

Level 1 building surveying contractors are authorised to certify any type of building or incidental structure.

To be registered as a level 1 building surveying contractor, a person must also be registered as a level 1 building surveying practitioner.

Level 2 building surveyors

Level 2 building surveying contractors are authorised to certify:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to 9 building or incidental structure with a floor area not exceeding 2,000m²; and not higher than three storeys.

To be registered as a level 2 building surveying contractor, a person must also be registered as a level 2 building surveying practitioner.

Financial probity

If the partnership or a partner has experienced an insolvency event, further information regarding this event may be required. In certain circumstances, the Board has the power to declare a person an excluded contractor from registration as a building surveying contractor on either a temporary or permanent basis.

Building service debt

If your partnership has incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, it cannot be registered as a building surveying contractor.

Ineligible person

If a partner of the partnership is currently declared an ineligible person, the partnership cannot be registered as a building surveying contractor.

Excluded contractor

If your partnership is currently declared an excluded contractor (either temporarily or permanently), the partnership cannot be registered as a building surveying contractor.

Financial capacity

Building surveying contractors must inform the Board if they have been an insolvent in the last three years.

Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- not be an ineligible person or body of which an ineligible person or a excluded contractor is an officer;
- provide confirmation (for those partners of the partnership previously insolvent) of financial capacity to meet debts as and when they fall due;
- have professional indemnity insurance;
- have at least one nominated supervisor for the class of building surveying contractor applied for;

- have arrangements in place to ensure that building surveying services to be carried out will be managed and supervised in a proficient manner;
- not have a building service debt; and
- comply with any other requirements.

Duration of registration

Registration is for a period of three years.

Application and registration fee

Payment of both an application fee and a registration fee must accompany this application.

GST is not payable on these fees.

The registration fee is for the three years.

If the Board refuses your application the registration fee will be refunded. The application fee is non-refundable.

Please refer to our website for the current schedule of fees.

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 lodgement, 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.

Return of documents

The Department does not return documents. If required, make a copy before you submit your form and attachments.

How to submit and pay

Pay for and submit your application, including attachments:



Online

Submit your application and pay online:
<https://www.commerce.wa.gov.au/building-and-energy/building-contractor-registration>



By post

Pay by credit card using the payment slip on the form online:
<https://www.commerce.wa.gov.au/publications/application-payment-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

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.



Fax and email submission is not available for this application.

After your form is submitted

If the Department requires further information, you will be contacted.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration or impose a condition on registration is a reviewable decision in certain circumstances. If you disagree with the Board's determination in relation to this registration application, you may be able to apply to the SAT for a review of the decision.

More information

If you need more information about the status of your application, contact 1300 489 099 and ask for Licensing Services, or email
be.licensing@dmirs.wa.gov.au



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Building surveying contractor (partnership)

CHECKLIST

Use this checklist to ensure you have completed all parts of the application and that all necessary supporting documents are ready to attach.

- Business and contact details provided
- All questions answered and documents ready to attach, where applicable
- Professional indemnity insurance answered and ready to attach
- Nominated supervisor for the partnership answered and employment contract ready to attach, if applicable
- About the partner's answered, attachments completed and ready to attach as applicable
 - Natural persons in the partnership – Attachment 1, as applicable
 - About the partner's – Natural persons details answered and documents ready to attach, as applicable
 - Proof of identification – 100 points ready to attach for each natural person
 - Companies or unincorporated bodies in the partnership – Attachment 2, as applicable
 - About the partner's – Company(ies) or unincorporated body(ies) details completed and ready to attach as applicable
- Declaration signed and dated
- Payment – *appropriate payment at the time of submitting application made*

PAYMENT

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

Submit and pay for your application:

- Online**
If you are submitting your application 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 application 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 your application.

Office Use only

Total Fee	\$	Department Code	BC	Chart Description	<input type="checkbox"/> BSurv App Fee Cont PShip Initial – Lvl 1&2 <input type="checkbox"/> BSurv Reg Fee Cont PShip Initial – Lvl 1&2



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Building surveying contractor (partnership)

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

Tick the level of building surveying contractor you are applying for

Level 1

Level 2

Must be the same as your nominated supervisor's building surveying practitioner level.

Partnership details

Partnership name			
Business name			
ABN (mandatory)	ABN of registered entity. Not another entity or trust.		

Principal place of business address – required for publication on 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.

Street or PO Box			
Suburb		State	Postcode

Partnership contact details – email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (office)		Phone (fax)	
Phone (mobile)		Email	

Contact person for enquiries for this form

Name			
Phone (mobile)		Email	



PARTNER DETAILS

Partnerships can be made of:

- two or more people (natural persons); or
- two or more companies/unincorporated bodies; or
- a mixture of natural persons and companies/unincorporated bodies.

The partnership's partners

Tick which applies to your partnership. Complete only those attachments applicable to your partnership.

- | | | | |
|---|--|-----------------------------------|------------------------------|
| 1 | Does the partnership include natural persons as partners? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|  | Attachment 1: Natural persons partners | <input type="checkbox"/> Attached | <input type="checkbox"/> N/A |
| 2 | Does the partnership include companies or unincorporated bodies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|  | Attachment 2: Companies or unincorporated bodies partners | <input type="checkbox"/> Attached | <input type="checkbox"/> N/A |

REGISTRATION HISTORY

- | | | | |
|---|---|------------------------------|-----------------------------|
| 3 | Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) been refused a licence or registration in the last ten years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) had a licence or registration cancelled or suspended in the last ten years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) been involved in court, tribunal or disciplinary proceedings (including remedy orders) in the last ten years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered 'yes' to any of the questions above, provide full details on a separate page and submit with this application. Attached

MANAGEMENT AND SUPERVISION ARRANGEMENTS

The partnership is required to have arrangements in place to ensure building surveying services carried out will be managed and supervised in a proficient manner.

Confirm the following:

- | | | | |
|---|--|------------------------------|--|
| 6 | The partnership has sufficient management and supervision arrangements in place to ensure building surveying services are carried out in a proficient manner. | <input type="checkbox"/> Yes | |
| 7 | The partnership has knowledge of its obligations and will ensure compliance with the <i>Building Act 2011</i> and the Building Regulations 2012. | <input type="checkbox"/> Yes | |
| 8 | The partnership has knowledge of the minimum technical construction standards of the National Construction Code which is comprised of Volumes One and Two of the Building Code of Australia. | <input type="checkbox"/> Yes | |

- 9 The partnership will ensure any building surveying practitioner technician employed or engaged will be supervised by a building surveyor practitioner level 1 or building surveyor practitioner level 2. Yes

INELIGIBLE PERSON

If a partner is currently an ineligible person, the partnership cannot be registered as a building surveying contractor. The State Administrative Tribunal will have informed a partner if they have been declared an “ineligible person”.

- 10 Is any partner (who is either an individual or an officer of the company which constitutes the partnership) currently declared an ineligible person by the State Administrative Tribunal? Yes No

EXCLUDED CONTRACTOR

If the partnership is currently an excluded contractor, the partnership cannot be registered as a building surveying contractor. The Building Services Board will have informed the partnership if it has been declared an “excluded contractor”.

- 12 Is the partnership currently declared an excluded contractor by the Building Services Board? Yes No

FINANCIAL PROBITY

If a partner has experienced an insolvency event, you may be required to provide further information about this event(s) in relation to the Building Services Board’s power to declare a person an excluded contractor. You will be contacted by the Department if further information is required.

- 13 Has any partner (who is either an individual or an officer of the company which constitutes the partnership) been subject to an insolvency event* in the last five years?

**An insolvency event for individuals includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation by the State Administrative Tribunal on financial grounds.*

If you answered ‘yes’, identify the partner/officer’s current status:

- Still bankrupt Discharged Date discharged: / /

- 13 If a company constitutes the partnership, has the company been subject to an insolvency event^ in the last five years Yes No

^An insolvency event for companies includes members’ voluntary liquidation, court liquidation, creditors’ voluntary liquidation, appointment of an administrator, a Deed of Company Arrangement, appointment of a receiver or cancellation by the State Administrative Tribunal on financial grounds.

If you answered ‘yes’ above, identify the external administrator’s current status:

- Still appointed Retired Date retired: / /

- 14 If a company constitutes the partnership, has any officer of the company been Yes No a director or company secretary of a company(s) within two years of that company(s) being subject to an insolvency event[^] in the last five years?

If you answered 'yes' above, provide the following details:

Company Name	ACN	Name of Officer



Attach a list if there is insufficient space above.

FINANCIAL CAPACITY

The partnership must satisfy the financial requirements, where it and its partners must not be an insolvent. If the partnership or a partner has previously been an insolvent, the partnership must have the capacity to meet debts as and when they fall due.

- 15 Does the partnership have the capacity to meet debts as and when they fall Yes No due?

BUILDING SERVICE DEBT

If the partnership has an unpaid building service debt that has not been paid in full within the specified period or are not subject to a payment arrangement or proceedings have not commenced for an appeal or review, it cannot be registered as a building surveying contractor.

- 16 Does the partnership have any outstanding debts for which judgement has Yes No been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or services for a building service?
-
- 17 Does the partnership have any outstanding adjudicated amounts that are Yes No payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contracts (Former Provisions) Act 2004*?

PROFESSIONAL INDEMNITY INSURANCE

The partnership must have professional indemnity insurance with a minimum level of indemnity of \$1,000,000 for any one claim and \$2,000,000 in aggregate during any one period of insurance.

- 18 Does the partnership have the appropriate level of professional indemnity Yes No insurance?



Attach a copy of your certificate of professional indemnity insurance. Attached

It is expected that the partnership will renew and maintain its insurance cover for the period of its registration. The *Building Services (Registration) Act 2011* requires you to give the Building Service Board written notice of any change in circumstances that affects the partnership's eligibility to remain registered.

A change in the partnership's insurance arrangements could constitute such a change in circumstances. The notice to the Board must be given within seven days after the change in circumstances. The penalty for the offence of not notifying the Board is a fine of \$10,000.

NOMINATED SUPERVISOR(S)

The partnership must have at least one nominated supervisor who is a registered building surveying practitioner.

If necessary, make copies and complete this page for each nominated supervisor.

Nominated supervisor's 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)												
Registration number							Level*					
Conditions on registration	<input type="checkbox"/> No			<input type="checkbox"/> Yes**, specify								

* A practitioner technician cannot be a nominated supervisor.

** Conditions of the nominated supervisor's registration may be reflected in the partnership's registration.

Employment details

Each nominated supervisor must be an employee or a partner of the partnership.

1 Date of commencement as nominated supervisor / /

2 The nominated supervisor is: a partner of the partnership
 an employee of the contractor



If you answered 'an employee' to question 2, provide a copy of the nominated supervisor's employment contract. Attached

An employment contract includes the following details:

- Names of parties- employee and employer;
- Employment basis and hours: full time/part time and hours per week;
- Leave entitlements; and
- Arrangements for the payment of superannuation and income tax.

A person engaged in a sub-contract arrangement cannot be a nominated supervisor for a partnership.

Confirmation by nominated supervisor

I confirm the information stated above is true and correct.

Signature of nominated supervisor

Date

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

Information for document execution

This document is to be executed on behalf of the partnership by a person authorised by the partnership.

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 and credit report of the applicant and its partners. 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.

Executed by

 Name of applicant

 Signature of applicant partner/director of partner (if applicable)
 For and on behalf of the partnership
 (Delete if not applicable)

 Signature of partner/director of partner (if applicable or
 Signature of company secretary (being sole director/secretary of
 the company, if applicable)
 For and on behalf of the partnership (Delete if not applicable)

 Name (print)

 Name (print)

 Date

 Date

ABOUT THE PARTNER'S - NATURAL PERSONS DETAILS

If the partnership includes natural persons, complete the information below. If necessary, make copies and complete this page for each natural person on the partnership.

Partner's 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		
Has the partner 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

Postal address

Street or PO Box			
Suburb	State	Postcode	

Contact details

Phone (home)		Phone (office)	
Phone (mobile)		Phone (fax)	
Email			



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 - 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		

ABOUT THE PARTNER'S - COMPANIES OR UNINCORPORATED BODIES DETAILS

If the partnership includes a company, body corporate or unincorporated body, provide the required information. If necessary, make copies and complete this page for each company, body corporate or unincorporated body in the partnership.

Partner details

Company name as registered with ASIC	
Business name	
ABN (mandatory)	ABN of registered entity. Not another entity or trust.
ACN	

Postal address

Street or PO Box			
Suburb		State	Postcode

Contact

Phone (office)	
Phone (mobile)	
Phone (fax)	
Email	