



Renewal of registration

Building surveying contractor (company)

Form 61

Use of this form

This form is to be used by building surveyors trading in a company structure who are currently registered as contractors with the Building Services Board and are applying for their registrations to be renewed.

Registration as a building surveying practitioner

In Western Australia a building surveyor who wishes to act as a nominated supervisor for a registered building surveying contractor or wishes to use a prescribed title such as *registered building surveying practitioner* must be registered as a building surveying practitioner.

Registration as a building surveying practitioner does not authorise a person to provide services as a building surveying contractor. This form does not permit renewal of a building surveying practitioner registration.

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*.

Nominated supervisor

It is an offence under the *Building Services (Registration) Act 2011* for a building surveying contractor to carry out or undertake to carry out building surveying services without a nominated supervisor. If a building surveying contractor changes a nominated supervisor the contractor is required to give written notice to the Board within seven days of this change.

Financial capacity

Building surveying contractors must inform the Board if any officer has been an insolvent in the last three years.

Registration renewal fee

The registration renewal fee is for three years. GST is not payable on this fee.

If the Board refuses your application the registration fee will be refunded.

Registration expiry date

You must submit your form no later than the registration expiry date.

You are encouraged to submit your form well before the expiry date. If you do not have the supporting documents, you should still submit your application form and make payment by the expiry date.

Please provide all supporting documents within 28 days of submitting this form. Your application will be finalised after receipt of the supporting documents. If you do not provide the supporting documents in 28 days, the Board may not consider your application and your registration may expire.

Late applications

If there is a reason you have not submitted your form by the expiry date you can apply for a late renewal. Should the Board agree your circumstances are exceptional they may accept your late renewal.

A fee is payable for late renewal of registration.

Instead of a late renewal you can re-apply for registration.

Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.

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


Pay by cash, cheque, money order, credit or debit 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 renewal.

Return of documents

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

After your form is submitted

If Licensing Services requires further information, you will be contacted.

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 renewal, contact the Licensing Renewals team on 1300 489 099 or email

be.renewals@dmirs.wa.gov.au



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**Form
61**

**Building surveying contractor
(company)**

If you need help completing this form please call the department on 1300 489 099 and ask for Licensing Services.

CHECKLIST

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

- Form complete - all questions answered
- Contact details provided
- Questions 1 to 5 answered
- Professional indemnity insurance details completed
- Nominated supervisor(s) details provided
- Declaration signed and dated
- Payment details provided

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					
Registration No:		Department Code	BC	Chart Description	<input type="checkbox"/> BSurv Reg Fee cont Comp Renewal
Total Fee	\$	Link Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Completed form and payment must be submitted before your registration expires. If necessary, supporting documents can be submitted separately.

Company details

CONDITION OFFICE USE

Registration		Expiry date	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/>
Business name					<input type="checkbox"/>
Company name		ACN			
Business name		ABN			

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				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Address for service – required for the purpose of serving documents. It cannot be a post office box number. As above

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Postal address – address for correspondence from the department.

As above

Street or PO Box				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Company contact details

Phone (office)		Phone (mobile)*		<input type="checkbox"/>
Email*				<input type="checkbox"/>

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

Contact person for enquiries for this form

Name				<input type="checkbox"/>
Phone (mobile)				<input type="checkbox"/>
Email				<input type="checkbox"/>

Directors' details – for each director please provide name and date of birth.

First Name	Family name	Date of Birth	OFFICE USE
			<input type="checkbox"/>
			<input type="checkbox"/>



Attach a list if there are more than two directors.

Attached

MANAGEMENT AND SUPERVISION

- 1 Can you confirm the company has arrangements in place to ensure that building surveying services are managed and supervised in a proficient manner? Confirmed Not confirmed

INELIGIBLE PERSON

The State Administrative Tribunal will have informed you if you have been declared an "ineligible person".

- 2 Is any officer of the company currently declared an ineligible person by the State Administrative Tribunal? Yes No

FINANCIAL CAPACITY

- 3 Has any officer of the company been a bankrupt in the last three years? Yes No

If you answered 'yes' above, identify your status:

Still bankrupt Discharged Date discharged: / /

- 4 Has the company appointed an administrator in the last three years? Yes No

If you answered 'yes' to above, identify the administrator's status:

Still appointed Retired Date retired: / /

- 5 Does the company have the capacity to pay its debts as and when they fall due? Yes No

PROFESSIONAL INDEMNITY INSURANCE

Building surveying contractors are required to have professional indemnity insurance with a minimum level of indemnity of \$1,000,000 in any one claim and \$2,000,000 in aggregate in any one period of insurance. State your insurance cover below.

Insurer				
Policy number		Expiry date		<input type="checkbox"/>
Cover for any one claim	\$			<input type="checkbox"/>
Aggregate of cover in any one period of insurance	\$			<input type="checkbox"/>

It is expected that every building surveying contractor will renew and maintain their insurance cover for their period of registration.

Sections 33(1) and (2) of the *Building Services (Registration) Act 2011* require a registered building service provider to give the Board written notice of any change in circumstances that affect eligibility to remain registered. A change in the contractor'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

Each building surveying contractor is required to have at least one nominated supervisor who is a registered practitioner. For each nominated supervisor provide details below.

First name	Family name	Registration	Current nominated supervisor?	OFFICE USE
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>



Attach a list if the company has more than three nominated supervisors.

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.

Information for document execution

This document is to be executed on behalf of the company by either:

- two directors, or one director and one secretary; or
- one director where that person is both sole director and sole secretary.

Declaration

I/we hereby 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 the criminal records and credit reports of the applicant's directors and officers. 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.

Executed for and on behalf of:

Company name

ACN

In accordance with Section 127 of the *Corporations Act 2001*

Signature of director

Signature of director (if applicable) or
Signature of company secretary (being sole director/secretary of the company) Delete if not applicable.

Name of director (print)

Name of director/secretary (print)

Date

Date