



# Renewal of registration

## Building surveying practitioner technician

Form 64

### Use of this form

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

### Registration as a building surveying practitioner technician

In Western Australia a building surveyor who performs statutory functions under the *Building Act 2011* must be registered. A building surveyor technician is limited to certifying compliance of buildings with a maximum floor area of 500 square metres and not more than two storeys

Registration as a building surveying practitioner technician does not authorise the person to contract with others to provide building surveying services.

### Period of registration

If the Board approves your application, the renewal is for a period of 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 renewal of registration

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 application you can re-apply for registration.

### Australian police check

The Building Services Board must be satisfied that you are a fit and proper person to hold a building practitioner registration.

To help assess your fitness and propriety, you must provide an Australian police check that is not more than three (3) months old at the time you lodge your application for renewal. For more information go to:

[www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks)

### Return of documents

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

### After your form is submitted

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

**Certified copies**

If you are not providing an original Australian police check, 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; and
- 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 of authorised witnesses is available in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

**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 determination 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 call 1300 489 099 or email [be.renewals@dmirs.wa.gov.au](mailto:be.renewals@dmirs.wa.gov.au)

**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.



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Form  
64

## Building surveying practitioner technician

If you need help completing this form please contact Licensing Services on 1300 489 099.

### CHECKLIST

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

- Personal and contact details completed
- Fitness and propriety:
  - Australian police check – certified copy or original and not more than three months old
  - Questions 1 to 11 answered
- 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

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



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Form  
64

## Building surveying practitioner technician

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

OFFICE USE

### Personal details

CONDITION

Registration		Expiry date	<input type="checkbox"/>		
Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify	<input type="checkbox"/>
Family name					<input type="checkbox"/>
First name					<input type="checkbox"/>
Other name(s)					<input type="checkbox"/>
Date of birth		Date of birth helps to identify registered practitioners			<input type="checkbox"/>

**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"/>

### Contact details

Phone (home)		Phone (work)		<input type="checkbox"/>
Phone (mobile)			Providing a mobile will permit important notifications and reminders to be sent via SMS	<input type="checkbox"/>
Email*				<input type="checkbox"/>

\*An email address is required for service of courtesy renewal reminder notifications

## FITNESS AND PROPRIETY

Since the grant of your registration or last renewal (whichever is later):

OFFICE  
USE

- |    |   |                              |                             |                          |
|----|---|------------------------------|-----------------------------|--------------------------|
| 1  | have you been refused an occupational licence/registration as a building surveying practitioner technician by a licensing board or similar body in any Australian state or territory?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 2  | have you been refused an occupational licence other than as a building surveying practitioner technician by a licensing board or similar body in any Australian state or territory?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 3  | has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 4  | have you been disciplined by any licensing board?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 5  | have you been or are you currently the subject of disciplinary proceedings by any licensing board, including any preliminary investigation or action that might lead to disciplinary proceedings?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 6  | have you been the subject of an order made by the State Administrative Tribunal?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 7  | have you been a director or officer of a corporation that 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 | <input type="checkbox"/> |
| 8  | have you been disqualified from being a company director?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 9  | have you been a director or officer of a company that has been declared an insolvent?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 10 | have you been declared bankrupt?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 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?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |

If you answered 'yes' to any of questions 1 to 11 above, attach details and, if appropriate, a list of cases. A 'yes' response will be considered by the Board on the facts presented and may not affect your application

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

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.

### Declaration

OFFICE USE

I, \_\_\_\_\_   
 Applicant's full name

- 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

