



# BPB

## Building Professionals Board

Form 1

### **Building Professionals Act 2005**

### **Application for accreditation**

The accreditation scheme (the scheme) made under the *Building Professionals Act 2005* (the Act) establishes the criteria to be met by any person seeking to be accredited by the Board as an accredited certifier. Applicants must demonstrate they have the qualifications, skills, knowledge and experience required by the scheme. Applicants can do so by completing this form.

#### **Who should use this form**

Applicants who seek accreditation for the first time, or applicants whose previous accreditation has expired, lapsed or otherwise been withdrawn, should complete this form. In addition, accredited certifiers who wish to seek an additional category of accreditation or change a category they hold to another category, need to complete this form.

#### **How to complete the form**

- Complete the application form using BLOCK LETTERS and, where required, write clear crosses in the appropriate boxes (☐).
- Please ensure the information in your application is complete, that all of the required documentation is included and that the application is legible. The consideration of incomplete or illegible applications will be delayed.
- You are encouraged to refer to ***Applying for accreditation: a guide*** in completing the form (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)).
- Please sign and date each page of your application.

#### **Supporting documentation**

- The form sets out the information you need to provide, and the documents you need to attach, to support your application. Any additional forms you need to complete and attach are available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au).
- If you do not provide all of the information required, your application will not be considered until all of the information is received. You can attach additional pages if needed.
- If your supporting documents are not in English, you must provide a certified copy of translated versions of those documents, in addition to certified copies of the original documents.
- Where the Board is not satisfied an applicant has the qualifications, skills, knowledge and experience required for the category(s) of accreditation sought, the Board can require the applicant to provide further written information, attend an interview, undertake an oral examination and/or provide a demonstration of their skills.

#### **Inquiries about your application**

- You may direct any inquiries you have about your application to an accreditation officer on 02 9895 5950.

#### **Notice of the Board's decision**

The Board will notify you in writing of its decision on your application.

Office use only  
Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. APPLICANT'S DETAILS****Name and date of birth**

Title		Given names	
Surname			
Date of birth			

**Residential address**

Unit/Street no.		Street				
Suburb			State		Postcode	

**Business address/details**

Business name						
Unit/Street no.		Street				
Suburb			State		Postcode	
PO Box			State		Postcode	

**Address for correspondence (select one)**

Residential
  Business
  PO Box

**Contact details**

Res. tel.	( )	Bus. tel.	( )
Mobile		Fax	( )
Email			

Applicants must **attach** a certified copy of their driver's licence, both the front and back, showing their current address. (See section 15 below as to how to obtain certified documents.)

Have you attached a certified copy of your driver's licence?  Yes  No

If you do not hold a current driver's licence, you should attach certified copies of documents that prove your identity and address (such as a passport and a council rates notice).

*NB: The Board may require you to provide additional documents or information if you provide identification evidence other than a driver's licence.*

**2. CURRENT/PREVIOUS ACCREDITATION AND/OR REGISTRATION**

Are you currently, or have you previously been, accredited to practise as an accredited certifier in New South Wales?  Yes  No

If yes, please provide the following information:

Accreditation body		Date you were first accredited	
Level(s) or category(s) of accreditation		Date your accreditation expires or expired	

Do you hold, or have you held, a registration issued by a regulatory or accrediting authority in another state or territory for a similar occupation?  Yes  No

If yes, please provide the following information:

State/Territory of registration		Registration authority	
Type of registration		Registration number	
Date you were registered		Date your registration expires or expired	

### 3. CATEGORY OF ACCREDITATION SOUGHT

Please select the category or categories of accreditation for which you are applying:

- A1 Accredited certifier – building surveying grade 1
- A2 Accredited certifier – building surveying grade 2
- A3 Accredited certifier – building surveying grade 3
- B1 Accredited certifier – subdivision certification
- C1 Accredited certifier – private road and drainage design compliance
- C2 Accredited certifier – private road and drainage design compliance
- C3 Accredited certifier – stormwater management facilities design compliance
- C4 Accredited certifier – stormwater management facilities construction compliance
- C5 Accredited certifier – subdivision works & building works (location of works as constructed) compliance
- C6 Accredited certifier – subdivision road and drainage construction compliance
- C7 Accredited certifier – structural engineering compliance
- C8 Accredited certifier – electrical services compliance
- C9 Accredited certifier – mechanical services compliance
- C10 Accredited certifier – fire safety engineering compliance
- C11 Accredited certifier – energy management compliance (Classes 3, 5 to 9)
- C12 Accredited certifier – geotechnical engineering compliance
- C13 Accredited certifier – acoustics compliance
- C14 Accredited certifier – building hydraulics compliance
- C15 Accredited certifier – stormwater compliance
- C16 Accredited certifier – speciality hydraulic services compliance
- D1 Accredited certifier – strata certification

**Note:** the authorities conferred by each category are identified in Schedule 1 of the Building Professionals Regulation 2007 (available at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).

#### 4. CORE PERFORMANCE CRITERIA

Applicants must demonstrate they have the core performance criteria set out in Schedule 1 of the scheme by successfully completing the *Certification Short Course* (UTS) or its equivalent, or by passing the Board's accreditation exam, within six months prior to submitting an application for accreditation. The Board may permit an applicant to fulfil the requirements of the exam by an alternative means in limited circumstances.

- I have completed the *Certification Short Course*, University of Technology, Sydney, or its equivalent in the last six months. Please **attach** a certified copy of your Certificate of Successful Completion, **OR**
- I have passed the Board's accreditation exam in the last six months, **OR**
- I seek alternative testing because I have a medical, physical or other condition that would prevent me from being able to fairly demonstrate my knowledge and skills by undertaking the accreditation exam. Please provide details as to why you cannot undertake the exam and **attach** evidence of your relevant condition:

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Please nominate the alternative means of testing you seek to undertake to demonstrate the core knowledge and skills and how that means of assessment will allow for a true and accurate demonstration of your skills and knowledge:

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#### 5. SPECIALTY PERFORMANCE CRITERIA

To identify whether you automatically have the specialty performance criteria by having a recognised qualification or a recognised registration, please complete and **attach** the **Evidence checklist** that relates to the category of accreditation in which you seek to be accredited (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)).

Where your qualification / registration does not cover **all** of the specialty performance criteria for the category of accreditation you seek, you need to provide other evidence that you have the relevant specialty performance criteria and how you obtained those criteria - **go to Question 6**.

Where you seek accreditation in categories of accreditation C1-C16 (except C5) and you are registered in the general area of practice on the National Professional Engineers Register identified in the relevant Evidence checklist, **go to Question 9**.

Where you seek accreditation in category of accreditation C5 and you are registered as a land surveyor with the Board of Surveying and Spatial Information, **go to Question 9**.

#### 6. SPECIALTY QUALIFICATION

If you have a recognised specialty qualification listed in Schedule 3 of the accreditation scheme, please complete this section.

If you do not have a recognised specialty qualification, **go to Question 7**.

Please provide the following details of the recognised specialty qualification(s) you hold that is relevant to the category(s) of accreditation for which you are applying:

Name of qualification	Graduation date	Institution attended

Please **attach** a certified copy of your academic transcript(s). If your documents are not in English, you must also attach a certified copy of an approved translation.

The Board will verify your qualification(s). Please complete and **attach** a **Verification of academic qualifications and registrations form** [Form 2] to allow the Board to make the necessary inquiries.

You also need to complete and **attach** an **Annotated performance criteria report** [Form 3] (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)) to demonstrate you have the specialty performance criteria you were not able to check in the relevant *Evidence checklist*.

## 7. OTHER QUALIFICATION

If you have a recognised specialty qualification and you completed Section 6 above, you do not need to complete this section - **go to Question 8**.

Where you do not hold a recognised specialty qualification that is listed in Schedule 3 of the scheme, you must instead **do one or both of the following** so as to demonstrate that you have a qualification that achieves learning outcomes that address all of the specialty performance criteria for the category of accreditation for which you are applying:

- Provide details of the qualification(s) you hold that includes units that achieve learning outcomes that address some or all of the relevant specialty performance criteria:

Name of qualification	Graduation date	Institution attended	Specialty performance criteria claimed

You also need to **attach** the following documents:

- a certified copy of your academic transcript(s). If your documents are not in English, you must also attach a certified copy of an approved translation,
- a completed a **Comparative analysis report** [Form 4] (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)) to demonstrate how the units you have completed in your qualification address some or all of the specialty performance criteria for the category of accreditation for which you are applying,
- copies of the course outlines and/or unit overviews that relate to your qualification, and

a statement from the institution that granted your qualification that verifies the learning outcomes of your qualification address the specialty performance criteria as indicated in your completed *Comparative analysis report*. If you are not able to provide this statement, please provide reasons why you are unable to provide the statement:

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**AND/OR:**

- Complete and **attach** an **Annotated performance criteria report** [Form 3] (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)) to demonstrate you have the specialty performance criteria you were not able to check in the relevant *Evidence checklist* and/or *Comparative analysis report* and how you obtained those criteria (through your experience, work, training and/or study).

The Board will verify your qualifications and other training. Please complete and **attach** a **Verification of academic qualifications and registrations form** [Form 2] to allow the Board to make the necessary inquiries (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)).

**8. EXPERIENCE**

Applicants must have the experience required by the accreditation statement in Schedule 2 of the scheme for the relevant category of accreditation they seek.

Please complete and **attach** an **Annotated resume** [Form 5] for the Board to determine whether you have the required experience (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)).

Applicants must also provide the names of at least two referees who can verify the experience required by the relevant accreditation statement:

Name of referee	Business telephone
1.	
2.	
3.	

The Board requires the nominated referees to verify the applicant's experience. Please **attach** a **Referee's statement** [Form 6] for each referee you have listed above, completed by that referee (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)).

**9. RELEVANT REGISTRATION**

You only need to complete this section if you hold a registration on the National Professional Engineers Register (NPER) in a relevant general area of practice, or as a land surveyor issued by the Board of Surveying and Spatial Information (BOSSI) and seek accreditation in categories of accreditation C1-C16.

Please list the current registration you hold on NPER, or as a land surveyor issued by BOSSI, which is relevant to the category(s) of accreditation for which you are applying:

Registration held	Registration no.	Date of registration

Where you hold a relevant registration on NPER, please **attach** a certified copy of your current certificate of registration.

The Board will verify your registration on NPER or as issued by BOSSI. Please complete and **attach** a **Verification of academic qualifications and registrations form** [Form 2] to allow the Board to make the necessary inquiries.

## 10. SUITABILITY OF APPLICANT TO BE AN ACCREDITED CERTIFIER

Under section 7 of the Act, an application for accreditation can be refused on certain grounds, including where the Board is not satisfied the applicant is a fit and proper person.

Please complete and **attach** a **Fit and proper person declaration** [Form 7] for the Board to make an assessment under section 7 (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)).

## 11. PROFESSIONAL INDEMNITY INSURANCE

Name of your professional indemnity insurer \_\_\_\_\_

Contract identification number \_\_\_\_\_

Period of insurance contract \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Amount of cover \$ \_\_\_\_\_

Is the contract an individual, partnership or company contract, or council general insurance policy?

Please **attach** a certified copy of a certificate of currency, or insurance contract, which includes the following information:

- the identifying number of the insurance contract,
- the limit of indemnity in respect of any one claim (in \$),
- whether the limit in respect of any one claim is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007,
- the limit of indemnity in respect of all claims made in any one year (in \$), and
- whether the limit in respect of all claims made in any one year is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007.

In addition, for partnership and company contracts, you also need to provide the following information:

- the number of accredited certifiers who are directors or employees of the company as at the date on which the contract was issued: \_\_\_\_\_

or

- if the contract is the fourth or subsequent contract issued to the company, whether by the same or another insurer, the average number of accredited certifiers who have been directors or employees of the company during the previous three years: \_\_\_\_\_

*Note: An insurance contract must be held by an accredited certifier that satisfies section 63 of the Act and Part 4 of the Building Professionals Regulation 2007.*

## 12. GENERAL DECLARATION

I acknowledge and agree that:

- I will provide any information, documents or assistance required by the Board to assess the application,
- I have made myself aware of, and understand, my statutory responsibilities under the *Environmental Planning and Assessment Act 1979*, the Environmental Planning and

Assessment Regulation 2000, the *Building Professionals Act 2005* and the Building Professional Regulation 2007 or in the accreditation scheme,

- The Board may provide any information about me as may be required by law,
- I will maintain the required professional indemnity insurance during any period of accreditation granted by the Board and I will provide evidence of this insurance to the Board,
- I will abide by the code of conduct contained in Schedule 4 of the accreditation scheme,
- The Board or its officers or agents are not liable for any loss or damage that may arise by virtue of any documentation or information provided in relation to this application or pursuant to any inquiry made by the Board, and
- I will advise the Board immediately of any change in circumstance which may be relevant to my accreditation.

I solemnly and sincerely declare that:

- The particulars contained in this application and accompanying statements are true and correct.

I acknowledge that:

- Under section 307A of the *Crimes Act 1900*, I can be found guilty of an offence if I make a false or misleading statement in this application and the penalty for making a false or misleading statement is two years' imprisonment and/or a fine of \$22 000, and
- Under section 8(2)(a) of the *Building Professionals Act 2005*, the Board may suspend or cancel my certificate of accreditation if I have been issued with the certificate on the basis of a misrepresentation I have made, whether or not made knowingly.

### 13. SIGNATURES

Applicant's signature: \_\_\_\_\_

Date of application:            /            /

Witness' signature: \_\_\_\_\_

Witness' name: \_\_\_\_\_

Date:                                    /            /

### 14. FEE

Please **include** the appropriate accreditation fee with your application:

- \$1500 for categories of accreditation A1, A2 and A3 and B1 or a combination of any of these categories applied for in this application, or
- \$750 for categories of accreditation C1-C16 or D1 or a combination of any of these categories applied for in this application.

The fee can be paid by one of the following methods:

- cheque or money order (made payable to the Building Professionals Board)
- Mastercard or Visa card – please contact the BPB on 02 9895 5950 to arrange payment.

*NB: If your application is refused, your application fee will not be refunded. If you withdraw your application before it is determined, part of your application fee may be refunded. If you apply for accreditation in multiple categories of accreditation, the maximum fee you need to pay is \$1500.*

**15. CHECKLIST**

Please **identify** the information you have attached to support your application. Where a certified copy of a supporting document is required, the copy must be certified by a Justice of the Peace.

- A certified copy of photographic identification.
- A certified copy of Certificate of Successful Completion of the Certification Short Course, from the University of Technology, Sydney.
- Evidence of medical, physical or other condition to support an application to undertake alternative testing in lieu of the accreditation exam.
- Evidence checklist for the category(s) of accreditation sought.
- Annotated performance criteria report* [Form 3].
- Certified copy of academic transcript(s).
- Certified copy of an approved translation of academic transcripts (where necessary).
- Statement from relevant education/training institution that verifies the learning outcomes of your qualification (other than a recognised specialty qualification) address the relevant specialty performance criteria.
- Comparative analysis report* [Form 4].
- Copies of the course outlines and/or unit overviews that relate to a qualification other than a recognised specialty qualification.
- Annotated resume* [Form 5].
- Referee's statement 1* [Form 6].
- Referee's statement 2* [Form 6].
- Referee's statement 3* [Form 6].
- Certified copy of current certificate of registration on NPER.
- Verification of academic qualifications and registrations form* [Form 2].
- Fit and proper person declaration* [Form 7].
- Certified copy of a certificate of currency or insurance contract.
- Applicable application for accreditation fee.
- Other – please list any other information you have attached to support your application:

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**16. WHERE TO SEND YOUR APPLICATION**

Please send your completed application to:

The Director  
 Building Professionals Board  
 PO Box 3720  
 PARRAMATTA NSW 2124

If you have any questions about your application, please contact the Building Professionals Board tel 02 9895 5950, fax 02 9895 5949 or email [bpb@bpb.nsw.gov.au](mailto:bpb@bpb.nsw.gov.au)