



BPB

# Building Professionals Board

## ***Building Professionals Act 2005***

### **Application to renew certificate of accreditation**

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

Accredited certifiers are not electing to be assessed against the requirements of the accreditation scheme for this renewal should complete this form.

Do not use this form if you elect to be assessed against the core performance criteria or all the criteria of the accreditation scheme for this renewal of accreditation *and/or* if you wish to have any conditions attached to your certificate of accreditation (other than conditions prescribed under the Building Professionals Regulation 2007) removed. In these cases, you need to complete an *Application to renew certificate of accreditation - assessment against the accreditation scheme*.

*NB: Where a certifier has not elected to be assessed against the requirements of the accreditation scheme at their first, second or third renewal of accreditation, the Board will assess the certifier against these requirements at their fourth renewal of accreditation.*

If you wish to be accredited in a category of accreditation that is additional to, or different from, the category(s) set out on the certificate of accreditation the Board issued to you when the Act commenced, you need to:

- complete this form to renew your accreditation in any category(s) of accreditation that you wish to retain, and
- complete an *Application for accreditation* for any additional categories you seek or to change a category you hold to another category.

#### **When to submit the form**

- You need to submit this form ***before the expiry date*** of your current accreditation. Where an application to renew an accreditation is received by the Board before the current accreditation expires, your current accreditation will continue until the Board determines the application (unless it is suspended or cancelled for some other reason).
- If the Board does not receive an application to renew your current accreditation before the expiry date, your accreditation will expire and you will need to complete an *Application for accreditation*.

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

Please complete all sections of this form and attach all the information and documents identified in the form. If you do not provide all of this information, there may be a delay in assessing your application or the Board may refuse your application. There may also be a delay if the information you provide is not clear or legible.

Please sign and date each page of your application.

**Further information** The Board will notify you if there is any further information or documents you need to provide, or if the Board requires you to attend an interview or examination, or provide a demonstration of your skills.

**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	<input type="checkbox"/>	Business	<input type="checkbox"/>	PO Box	<input type="checkbox"/>
-------------	--------------------------	----------	--------------------------	--------	--------------------------

**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 11 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 need to 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. APPLICANT'S ACKNOWLEDGEMENT**

I acknowledge that:

- I am aware I can elect to be assessed by the Board against the requirements of the Building Professionals Board's Accreditation Scheme (the accreditation scheme) at either my first, second or third renewal of accreditation by the Board.
- I elect not to be assessed as part of this application for renewal.
- If I do not make this election at either my first, second or third renewal of accreditation, the Board will assess me against the requirements of the accreditation scheme when I apply for my fourth renewal of accreditation by the Board.
- I have previously been assessed against the core performance criteria of the accreditation scheme.
- I have previously been assessed against all the criteria of the accreditation scheme.

**3. APPLICANT'S CURRENT ACCREDITATION**

Accreditation number\* \_\_\_\_\_  
Date of expiry \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Category(s) of accreditation\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* This is the accreditation number set out on the certificate of accreditation the Board provided to you after the Act commenced.*

*\*\*This is the category(s) of accreditation set out on the certificate of accreditation the Board provided to you after the Act commenced.*

**4. PROFESSIONAL INDEMNITY INSURANCE**

Limit of indemnity for any one claim \$ \_\_\_\_\_  
Whether the limit of indemnity for any one claim is inclusive of relevant expenses or exclusive of relevant expenses? \_\_\_\_\_  
The limit of indemnity in respect of all claims made in any one year \$ \_\_\_\_\_  
Whether the limit in respect of all claims made in any one year is inclusive or exclusive of relevant expenses? \_\_\_\_\_  
Is the contract an individual, partnership or company contract, or council general insurance policy?  
\_\_\_\_\_

**Partnership and company contracts**

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: \_\_\_\_\_

**You must attach** a certified copy of a certificate of currency for the insurance, which includes all the following information:

- the identifying number of the insurance contract,
- the name of insurer,
- the retroactive date,
- period of insurance cover,
- clarifies that the insurance indemnifies the certifiers statutory liability as an accredited certifier,
- 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.

## 5. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

To renew a certificate of accreditation accredited certifiers must have successfully completed the two courses approved by the Board **and** undertaken training or education in areas of the technical speciality that is relevant to the certifier's current category(s) of accreditation.

Please indicate below the approved courses and technical training/education you have undertaken in the previous calendar year and attach the required information.

Note: The previous calendar year means the twelve month period of your current certificate of accreditation.

### Approved courses

I have successfully completed the following courses approved by the Board for the previous calendar year:

- Accredited certifiers: Legislative Requirements*
- Accredited Certifiers: Professional Practice*

**Attach** a certified copy of the Certificate of Successful Completion you received for each course.

If you have not successfully completed the two CPD courses listed above you must **attach** an explanation as to why you have not completed one or both of these courses.

### Technical training/education relevant to the current category(s) of accreditation.

- I have participated in, and satisfied the requirements of, the CPD program conducted by a professional association, institute or organisation that is recognised in Schedule 5 of the accreditation scheme during the previous calendar year, relevant to my category(s) of accreditation.

#### Categories A1 to A3;

- Attach a certified copy of notification from the Australian Institute of Building Surveyors (AIBS) of the number of points you have accumulated during the most recent 12 month AIBS CPD period.

#### All other categories

- Attach a list of CPD activities or details of an approved course/program you have undertaken during the previous calendar year, and
- Attach evidence that you participated in each of those activities or course/program (e.g. certified copies of certificates received or a statement from the relevant education institution).

OR

- I have successfully undertaken 25 hours of training or education in a course or program approved by the Board.

**Attach** the following:

- A certified copy of your academic transcript or some other form of documentary evidence to demonstrate you have undertaken the training or education.

OR

- I have successfully undertaken training and/or education approved by the Board, which is equivalent to that required by a CPD program offered by a professional association, institute or organisation that is recognised in Schedule 5 of the accreditation scheme during the previous calendar year, relevant to my category of accreditation.

**Attach** the following:

- a list of CPD activities or details of an approved course/program you have undertaken during the previous calendar year, and

- evidence that you participated in each of those activities or course/program (e.g. certified copies of certificates received or a statement from the relevant education institution).

If you have not crossed one of these three boxes, you must **attach** an explanation.

*NB: Incorrect or misleading information may lead to cancellation of your accreditation. Further, under sections 307B and 307C of the Crimes Act 1900, a person can be found guilty of an offence if the person gives false or misleading information or documents (maximum penalty for each offence is imprisonment for two years and/or a fine of \$22,000).*

## 6. SUITABILITY OF THE APPLICANT

Under section 7 of the Building Professionals Act 2005, an application for the renewal of accreditation can be refused on certain grounds, including if the applicant is not a fit and proper person.

**Please answer the following questions** to assist the Board to assess your application under section 7.

If you answer yes to any of the questions, please provide details on a separate sheet(s), signed and dated, and **attach** it to your application.

*NB: If it is an excluded offence\* you do not need to tick yes.*

1. Have you ever contravened a law (whether or not in New South Wales and whether or not the contravention is an offence), that relates to the functions or obligations of a person as an accredited certifier or the holder of an equivalent authorisation\*\* or involves fraud or dishonesty?  
 Yes       No
2. Have you failed to comply with a statutory or other duty or a contractual obligation, imposed by or in accordance with a law (whether or not a New South Wales law) that relates to the functions or obligations of a person as an accredited certifier or the holder of an equivalent authorisation\*\*?  
 Yes       No
3. Are you an undischarged bankrupt?  
 Yes       No
4. Have you ever represented yourself as being an accredited certifier when you were not an accredited certifier?  
 Yes       No
5. Have you, whilst an accredited certifier, engaged in any conduct in breach of the *Code of Conduct* contained in Schedule 4 of the accreditation scheme? If yes, please provide details.  
 Yes       No
6. Are you a mentally incapacitated\*\*\* person?  
 Yes       No
7. Have you been found guilty of a criminal offence (other than an excluded offence\*), whether or not in New South Wales and whether or not a conviction has been recorded? If yes, please provide details.  
 Yes       No
8. Are you aware of any criminal proceedings pending against you (other than for an excluded offence)?  
 Yes       No
9. Have you been found by a court or tribunal to have breached the *Environmental Planning and Assessment Act 1979* or the Regulations made under that Act?  
 Yes       No

10. Are there any proceedings pending before a court or tribunal in which it is alleged that you have breached the *Environmental Planning and Assessment Act 1979* or the Regulations made under that Act?

Yes  No

11. Have any claims been made against any insurance policy required to be held by you as an accredited certifier under the *Environmental Planning and Assessment Act 1979* or the *Building Professionals Act 2005*?

Yes  No

12. Have you been involved in any civil litigation that involved your functions as an accredited certifier in the past 12 months?

Yes  No

13. Have you been subject to any disciplinary action, proceedings or determination in the past 12 months, including any investigations or actions that might lead to a disciplinary action, proceeding or determination?

Yes  No

14. Have you had an equivalent authorisation\*\* suspended or cancelled (other than at your request) under the law of another jurisdiction?

Yes  No

15. Do you hold an equivalent authorisation that is subject to conditions imposed as a result of any criminal, civil or disciplinary proceedings under the law of another jurisdiction?

Yes  No

**\*Excluded offence means** any offence under the road transport legislation (within the meaning of the *Road Transport (General) Act 1999* other than the following:

- (i) an offence under section 42 (1) of the *Road Transport (Safety and Traffic Management) Act 1999* relating to driving a motor vehicle negligently on a road or road related area if the accredited certifier concerned is, by way of penalty, sentenced to imprisonment or fined a sum of not less than \$200,
- (ii) an offence under section 42 (2) of the *Road Transport (Safety and Traffic Management) Act 1999* relating to driving a motor vehicle on a road or road related area furiously, recklessly or at a speed or in a manner dangerous to the public,
- (iii) an offence under section 19 (2) of the *Road Transport (General) Act 1999* (which relates to refusing to comply with a requirement to produce a driver licence, or to state name and home address, or stating a false name and home address).

**\*\* Equivalent authorisation means** a certificate, accrediting registration or other authorisation or qualification issued or conferred under the laws of another jurisdiction that enables the holder to undertake similar functions to the holder of a certificate of accreditation under the *Building Professionals Act 2005*.

**\*\*\* Mentally incapacitated person means** a person who is a temporary patient, a continued treatment patient or a forensic patient within the meaning of the *Mental Health Act 1900*, or a protected person within the meaning of the *Protected Estates Act 1983*.

## 7. OTHER INFORMATION

Applicants must also **attach** the following information:

- (a) A list of the projects in connection with which the person has issued complying development or Part 4A certificates under the *Environmental Planning and Assessment Act 1979* for the person's previous 12 month accreditation period, indicating:
  - the type of certificate issued by the person in relation to each project i.e. compliance, construction, complying development, occupation and/or subdivision certificates,
  - the classification of any building involved in each of the listed projects,
  - the name of the local government area in which the project is located and the address of the land or premises concerned (including the lot and deposited plan number),
  - the estimated cost of each of the listed projects (except for subdivision certificates),
  - for subdivision certificates, the number of lots that will be created by the subdivision,
  - the name of the applicant for each certificate,
  - the owner of the land or premises concerned, and
  - the name of the principal contractor.

- (b) A list of projects in connection with which the person has issued strata certificates under the *Strata Schemes (Freehold Development) Act 1973* and/or *Strata Schemes (Leasehold Development) Act 1986* for the person's previous 12 month accreditation period, indicating:
- the classification of the building involved,
  - the name of the local government area in which the project is located and the address of the land or premises concerned (including the lot and deposited plan number),
  - the name of the applicant for the certificate,
  - the owner of the land or premises concerned, and
  - the number of lots created by, or the subject of, the strata plan, strata plan of subdivision or notice of conversion to which the strata certificate relates.

## 8. DECLARATION

I acknowledge and agree that:

- I will provide any information, documents or assistance required by the Board to assess this 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* and in the BPB 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 up to two years' imprisonment and/or a fine of up to \$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.

## 9. SIGNATURES

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

Date of application:            /            /

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

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

Date:                                    /            /

## 10. FEE

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

- \$1500 for categories of accreditation A1, A2, 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 renewal of accreditation 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 you are applying to renew your accreditation in multiple categories of accreditation, the maximum fee you need to pay is \$1500.*

## 11. CHECKLIST

Please **identify** the information you have attached to support your application. Certified copies of supporting documents must be certified by a Justice of the Peace, Notary Public or a Solicitor.

- A certified copy of photographic identification that also shows your address and signature.
- A certified copy of a certificate of currency of your professional indemnity contract.
- If your insurance expires on the date your accreditation expires, a certified copy of your insurance certificate that will commence on that date.
- Evidence of participation in each of the CPD activities (e.g. certified copies of certificates received).
- A list of all projects in connection with which you have issued certificates for the last period of accreditation (12 months).
- The applicable renewal of accreditation fee.

## 12. 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).

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