



## For certifiers whose accreditation expired less than three months ago

Use this form if **all** of the following are correct:

- your BPB accreditation expired less than three months ago
- you are a private certifier (i.e. you do not have the word 'council' on your certificate of accreditation)
- you want to keep the same category and conditions (if any) of accreditation
- you have completed the required continuing professional development.

If your accreditation expired more than three months ago, you'll need to complete a new application and will be reassessed against the core performance criteria, specialty performance criteria, qualifications and experience requirements for the category you apply for.

✓	Checklist: have you...?	Where?
	Had any supporting documents certified by a Justice of the Peace or a Notary Public	All sections
	Attached a certified copy of your driver's licence (front and back)	Section 1
	Attached details if you answer yes to any question in the fit and proper person declaration ('suitability of the applicant' section) including an explanation of the reasons why you answered yes and why this matter doesn't warrant the refusal of your application on the grounds that you are not a fit and proper person to be an accredited certifier.	Section 2
	Attach a list of all certificates you have issued and/or a list of all inspections you have carried out since your accreditation expired.	Section 2
	Attached a certificate of currency and policy schedule for your professional indemnity insurance	Section 3
	Completed the statutory declaration in regard to the information in your form and any supporting documents.	Section 4
	Paid the renewal fee – provide credit card details or EFT remittance advice	Section 5

Note: clause 13.2A of the [Accreditation Scheme](#) sets out a streamlined application process if your accreditation expired less than three months ago (visit [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) and navigate to 'Legislation and regulation' > 'The accreditation scheme').

<i>Office use only</i> – date received:	Our reference:
---	----------------

# 1. Your details

The following details **will be** published on the Board's online register of accredited certifiers. Make sure your details are correct so potential customers can contact you.

Title		Surname	
Given names			
BPB accreditation number			

**Business address – you must provide a street address, not just a PO Box**

<b>Unchanged?</b>	Y / N (update below if needed)			
Business name (if applicable)				
Unit/ street no.		Street		
Suburb		State		Postcode
Mailing address (if different from above)				
Work phone		Mobile phone		
Email				

The following details **will not** be published on the Board's online register but are required for the Board's records.

<b>Unchanged?</b>	Y / N (update below if needed)	
Employment status	<input type="checkbox"/> Business owner or employee <input type="checkbox"/> Contractor	
Home phone		
Home address		



**Attach** a certified copy your driver's licence (front and back), or other photo ID showing your current home address. You must attach this even if your home address is unchanged.

## 2. Fit and proper person declaration

Under section 7 of the *Building Professionals Act 2005*, 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. The following questions relate to this provision.

Answer 'yes' or 'no' to each of the questions below. You must answer each question.

 **Attach** details on a separate page if you answer yes to any question. You are not required to disclose an **excluded driving offence** or a **spent conviction**.

Words in **bold** are defined in the Interpretation section which follows question 22.

1. Have you carried out any certification work including inspections since your accreditation expired?  
 Yes       No (If you answer yes, to this question you must provide a list of all certificates you have issued and all inspections you have carried out.)
2. Have you contravened a law in the past 12 months (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**?  
 Yes       No
3. Have you failed to comply with a statutory or other duty or a contractual obligation in the past 12 months, 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
4. Have you contravened a law in the past 12 months (whether or not a New South Wales law) that involves fraud or dishonesty?  
 Yes       No
5. Are you an undischarged bankrupt?  
 Yes       No
6. Have you represented yourself in the past 12 months as being an accredited certifier when you were not an accredited certifier?  
 Yes       No
7. Have you, whilst an accredited certifier, engaged in any conduct in the past 12 months in breach of the Code of Conduct contained in schedule 4 of the Board's Accreditation Scheme?  
 Yes       No
8. Are you a **mentally incapacitated person**?  
 Yes       No
9. Have you been found guilty in the past 12 months of a criminal offence, whether or not in New South Wales and whether or not a conviction has been recorded?  
 Yes       No
10. Are you aware of any criminal proceedings that have been commenced against you and which have not yet been finalised?  
 Yes       No
11. Are you aware of any complaint being made or any investigation being conducted within the past 12 months, under the *Ombudsman Act 1974* or the *Independent Commission Against Corruption Act 1988* which relates to your conduct?  
 Yes       No
12. Have you been found by a court, a tribunal or the Board in the past 12 months to have breached the **planning legislation**?  
 Yes       No
13. Are there any proceedings pending before a court or tribunal in which it is alleged that you have breached the **planning legislation**?  
 Yes       No

14. Have any claims been notified to you or made against any insurance policy required to be held by you as an accredited certifier in the past 12 months?  
 Yes       No
15. Have you been involved as a party in any civil litigation that involved your functions as an accredited certifier in the past 12 months?  
 Yes       No
16. Have you been subject to any disciplinary action, proceedings or determination (including any investigations or actions that might lead to a disciplinary action, proceeding or determination) as an accredited certifier in New South Wales in the past 12 months?  
 Yes       No
17. Have you been disqualified in the past 12 months under Part 2D.6 of the *Corporations Act 2001* (C'wth) from managing corporations?  
 Yes       No
18. Have you been a director of a corporation that has been wound up in the past 12 months?  
 Yes       No
19. Do you currently hold an **equivalent authorisation** that has been the subject of a disciplinary action, proceedings or determination (including any investigations or actions that might lead to a disciplinary action, proceeding or determination) within the past 12 months?  
 Yes       No
20. Have you had an accreditation by the Board or an **equivalent authorisation** suspended or cancelled in the past 12 months (other than at your request) under the law of NSW or another State or Territory?  
 Yes       No
21. Do you hold an **equivalent authorisation** that is subject to conditions imposed in the past 12 months as a result of any criminal, civil or disciplinary proceedings under the law of another State or Territory?  
 Yes       No

## Interpretation

**Equivalent authorisation** means a certificate, accrediting registration or other authorisation or qualification issued or conferred under the laws of another State or Territory 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*.

**Excluded driving offence** means an offence under the 'road transport legislation' (within the meaning of the *Road Transport Act 2013*), other than an offence:

- (a) that carries a term of imprisonment as a maximum penalty, or
- (b) that involves an element of fraud or dishonesty.

**Spent convictions.** An applicant is not required to disclose any 'spent conviction' as referred to in Part 2 of the *Criminal Records Act 1991*. A conviction becomes 'spent' in a number of different circumstances depending upon factors such as the nature of the offence involved and the relevant "crime free period" that applies to the offence. An example of one of the relevant crime free periods is a period of 10 consecutive years without a conviction. Another example is if an offence is found proven but no conviction is recorded, the matter is regarded as being spent immediately. If you have a conviction which may be spent, you should consult the *Criminal Records Act 1991* or seek legal advice before completing this declaration.

**Planning legislation** means the following Acts and any regulation made under those Acts: *Environmental Planning and Assessment Act 1979*; *Strata Schemes (Freehold Development) Act 1973*; *Strata Schemes (Leasehold Development) Act 1986*; *Protection of the Environment Operations Act 1997*; *Building Professionals Act 2005*.

### 3. Professional indemnity insurance



**Attach an original certificate of currency for your insurance (or a certified copy) and policy schedule.** The certificate must include, at minimum, all the information listed below.

I haven't yet purchased professional indemnity insurance and will do so when my application is assessed by the Board. I agree and understand if my application meets the Boards requirements and is approved it will be immediately suspended.

You can send in your application before you purchase insurance, but the Board **won't** issue a certificate of accreditation until it receives evidence of your insurance. You **can't** work as a certifier until you receive your certificate of accreditation.

Under section 61 of the Building Professionals Act you must notify the Board in writing within seven days of becoming aware of any change to your insurance that is relevant to your accreditation (such as ceasing to hold insurance).

If you're a contractor working for a company, you must have your own insurance.

#### Instructions for **APPLICANTS**

1. Give the following instructions to your insurance provider.
2. **Carefully check the certificate you receive** from your insurer has all the required details and is issued on the insurance company letterhead.

#### Instructions for **INSURANCE PROVIDERS**

Issue a certificate of currency on the insurance company's letterhead. The certificate **must have all** the following details:

- insurance company name
- confirmation that the insurance is professional indemnity insurance and covers statutory liability for accredited certifiers
- policy number
- name of the insured
- whether the policy is for an individual, company, or partnership
- policy start and end dates
- retroactive date
- two limits of indemnity:
  - a limit for any one claim, specifying whether it is inclusive/ exclusive of relevant expenses, and
  - a limit in respect of all claims made in any one year, specifying whether it is inclusive/ exclusive of relevant expenses
- the professions that the policy covers, **and**
- confirmation that the insurance has been issued.

**For company or partnership** contracts the certificate of currency must also include:

- how many accredited certifiers are directors/ partners or employees, as at the date on which the policy was issued, **or**
- if the policy is the fourth or subsequent policy issued, whether by the same or another insurer, the average number of certifiers who have been directors/ partners or employees, as at the date on which the policy was issued.

*The Building Professionals Regulation 2007 defines **statutory liability** for accredited certifiers in clause 9 and **relevant expenses** in clause 14(5)(c).*

## 4. Statutory declaration

I, \_\_\_\_\_ do solemnly and sincerely declare that:

- The statements made and the information provided in this application are to the best of my knowledge true and accurate, and that any document provided in support of the application is either the original or an accurate copy of the original.
- I have not issued any development certificates (Part 4A certificates and complying development certificates under the *Environmental Planning and Assessment Act 1979* (EP&A Act), strata certificates under the Strata Schemes Development Act 2015, certificates of compliance under the *Swimming Pools Act 1992* {SP Act} and certificates of non-compliance under the Swimming Pools Regulation 2008) and I have not carried out any inspections required under sections 109E (3) (d), 129B and 143B of the EP&A Act or under section 22C of the SP Act since my certificate of accreditation expired on \_\_\_ / \_\_\_ / \_\_\_.

(Cross out this if you have issued any of the abovementioned certificates or carried out any of the abovementioned inspections)

**OR**

- I have issued development certificate/s (Part 4A certificates and complying development certificates under the *Environmental Planning and Assessment Act 1979* (EP&A Act), strata certificates under the Strata Schemes Development Act 2015, certificates of compliance under the *Swimming Pools Act 1992* {SP Act} and certificates of non-compliance under the Swimming Pools Regulation 2008) and I have not carried out any inspections required under sections 109E (3) (d), 129B and 143B of the EP&A Act or under section 22C of the SP Act since my certificate of accreditation expired on \_\_\_ / \_\_\_ / \_\_\_.
- I have provided a list of all development certificates (Part 4A certificates and complying development certificates under the *Environmental Planning and Assessment Act 1979* (EP&A Act), strata certificates under the Strata Schemes Development Act 2015, certificates of compliance under the *Swimming Pools Act 1992* (SP Act) and certificates of non-compliance under the Swimming Pools Regulation 2008) and all inspections carried out including any inspections required under sections 109E (3) (d), 129B and 143B of the EP&A Act or under section 22C of the SP Act since my certificate of accreditation expired on \_\_\_ / \_\_\_ / \_\_\_.

(Cross out both of the two above if you have not issued any of the abovementioned certificates and have not carried out any of the abovementioned inspections).

- I am covered by current professional indemnity insurance that fully complies with the requirements of section 63 of the *Building Professionals Act 2005* and Part 4 Division 2, clauses 10-14 of the *Building Professionals Regulation 2007*.
- I will maintain the required fully compliant professional indemnity insurance during any period of accreditation granted by the Board and I will provide evidence of this insurance to the Board upon request.
- I will notify the Board in writing within seven days of any change in my professional indemnity insurance which may be relevant to my accreditation



## 5. Accreditation fee

Your application will only be processed if you pay the accreditation fee:

- \$1,500 for A1-A4 and B1 categories (or a combination of these categories)
- \$250 for A4 – Pathway 2 Student applicants only (Attach official evidence of current enrolment in a qualification recognised under schedule 3, part 2 of the Accreditation Scheme)

**OR**

- \$750 for C1-C16, D1 and E1 categories (or a combination of these categories)

### Payment option 1. Visa or MasterCard

Credit card number																			
Name of card holder																			
Card type	<input type="checkbox"/> Visa		Expiry																
	<input type="checkbox"/> Mastercard																		

You may instead provide your credit card details over the phone by calling (02) 8522 7800

### Payment option 2. Westpac account details for EFT (direct deposit)

Account name	Building Professional Board		
BSB	032 001	Account number	115 578

 **Attach** a copy of the remittance advice/ receipt for EFT payments. The payment reference should include your surname and the word 'application'.

Notes:

- If you apply for multiple categories of accreditation, you don't have to pay extra for each category.
- If your application is refused, the fee will not be refunded.
- If you withdraw your application before it is determined, part of the fee may be refunded.
- The Building Professionals Board's ABN is 57 391 058 258.
- A tax invoice is available on request via email: [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)
- We no longer accept payment by cheque.

## Email your completed application form

Email: [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

You will be contacted in writing when your application has been assessed.

You may instead post your form to PO Box 972, Parramatta NSW 2124, but email submission will help the Board process your application more quickly.