



# Registered Building Surveying Practitioner Application guidelines

## Introduction

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The fundamental role of a building surveyor is to certify that buildings comply with the minimum technical construction standards of the National Construction Code which comprises Volumes One and Two of the Building Code of Australia. This includes, but is not limited to:

- structural provisions;
- fire safety;
- access for people with a disability;
- health and amenity; and
- energy efficiency.

The statutory roles of a building surveyor are prescribed in the *Building Act 2011* (the Building Act) and the Building Regulations 2012 (the Building Regulations). A building surveyor needs to have extensive knowledge of the Building Act and Building Regulations, the Building Code of Australia (the Building Code) and referenced Australian standards.

A registered building surveying practitioner is empowered by the legislation to examine plans for buildings and to inspect buildings and certify compliance with the Building Code and other required standards. A building surveying practitioner may be employed by a private registered building surveying contractor or a local government providing certification services.

It is noted that the use of the title and the role of a building surveyor in the United Kingdom and some other countries is different to that in Western Australia. Building surveyors migrating from overseas are reminded that a skills assessment for the purpose of applying for a skilled migration visa is not evidence of qualification for the purpose of registration in Western Australia.

## Authorisation

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To sign certificates of design, construction or building compliance under the Building Act, in Western Australia, individuals must be registered by the Building Services Board (the Board) as a building service practitioner in the class of building surveyor.

The Board registers building service practitioners under the *Building Services (Registration Act) 2011* (the Registration Act) and the *Building Services (Registration) Regulations 2011* (the Regulations).

Building service practitioner registration authorises the holder to use the prescribed title of 'Registered building surveyor'. Building surveyors are graded into three levels depending on their qualifications and experience and are authorised to perform functions limited to their particular level. The limitations for each level of building surveying practitioner are outlined below.

Level	Authorised to certify
Building surveying practitioner level 1	Any type of building or incidental structure.
Building surveying practitioner level 2	A building or incidental structure – (a) with a floor area not exceeding 2,000m <sup>2</sup> ; and (b) not higher than three storeys
Building surveying practitioner technician	A building or incidental structure – (a) with a floor area not exceeding 500m <sup>2</sup> ; and (b) not higher than two storeys

### Please note

Registration as a building surveying **practitioner** does not allow you to contract with others to issue certificates of design, building or construction compliance. Only a registered building surveying **contractor** or a permit authority can contract with others to provide building surveying services.

## Experience and qualifications

To be eligible to apply to the Board for registration as a building surveying practitioner, you must meet the following qualifications and experience as set out at regulation 28D of the Regulations.

### Building surveying practitioner level 1

	Qualifications	Experience
Set 1	Bachelor of Building Surveying and Certification granted by the Central Queensland University; or  an equivalent qualification as determined by the Board	Experience in building surveying work for periods totalling at least the equivalent of 3 years full-time

## Building surveying practitioner level 2

	Qualifications	Experience
Set 1	CPC60108 Advanced Diploma in Building Surveying as described in CPC08: Construction, Plumbing and Services Training Package published by Training.gov.au; or an equivalent qualification as determined by the Board	Experience in building surveying work for periods totalling at least the equivalent of 2 years full-time

## Building surveying practitioner technician

**Please note** this pathway ceases to be available as a pathway for registration after 2 April 2015.

	Qualifications	Experience
Set 1	CPC50108 Diploma in Building Surveying as described in CPC08: Construction, Plumbing and Services Training Package published by Training.gov.au; or an equivalent qualification as determined by the Board	
Set 2		12 months full-time experience as a building surveyor for a local government in Western Australia in the period between 1 July 2007 and 30 June 2008

## How to apply

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You need to complete an 'Application for building service practitioner registration in the class of building surveyor' available on our website under 'Licensing'. Your application should be supported with:

- certified copies of identity documents;
- certified copies of appropriate qualifications;
- original National Police Certificate – issued within the three months prior to your application date;
- letters of reference demonstrating your experience as a building surveyor including confirmation of your commencement and termination dates;
- detailed statement of work experience;
- current curriculum vitae to include:
  - names of employers;
  - commencement and termination dates; and
  - details of positions held.

Please submit your statement of work experience unbound, typed or printed on A4 paper. Your statement of work experience will be used to establish if your experience meets the prescribed requirements.

The Board will assess you for registration at the level for which you are applying. This means that if you apply for registration as a level 1 and are unsuccessful, the Board will not automatically assess you at level 2. Separate applications are required if you wish to be considered for registration at different levels.

You should be aware that it is an offence to make any false or misleading statement or provide any false or misleading information to the Board in relation to your application. A penalty of \$25,000 may apply under section 99 of the Registration Act.

## Fees

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	<b>Application fee</b>	<b>Registration fee</b>	<b>Total Payable</b>
Building surveying practitioner level 1 or level 2	\$104.60*	\$868 (3 years)	\$972.60
Building surveying practitioner technician	\$52.25*	\$225 (18 months)	\$277.25

\* Note: Application fee is non-refundable  
Fees current at 1 July 2014  
GST is not applicable

The application and registration fees must be paid at the time of lodging an application for registration. If your application is unsuccessful the registration fee will be refunded. The application fee is non-refundable. GST is not applicable. Please make cheques payable to the Department of Commerce.

## Lodging your application

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Your application cannot be processed unless all of the relevant information and supporting documentation is provided. At the time of lodgement, your application should be complete, signed and witnessed. Applications can be lodged:



**In person** (at):

The Building Commission  
Level 1, 31 Troode Street  
West Perth WA 6005  
Mon - Fri 8:30am to 5:00pm



**By post** (addressed to):

The Building Services Board  
Building Commission  
Locked Bag 12  
West Perth WA 6872

Once your application has been determined, you will be notified of the decision in writing.

## Public register

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Please note that under the Registration Act, the Building Commissioner is required to keep a public register of registered practitioners and contractors. On the application form you are asked to provide your residential and business address. The business address will be recorded on the Register of Building Service Providers. If no business address is given, your residential address will be shown on the public register. The work phone number you provide is the only number that will be made available to the public upon their request. If you work for a local government, include the address of the local government under business address.

## Authorised witnesses

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The following are persons who may witness Statutory Declarations as well as certify copies of original documents pursuant to the *Oaths, Affidavits and Statutory Declarations Act 2005* in Western Australia.

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|--|--|-----------------------------------|
| 1. Academic (post-secondary institution) | 16. Electorate officer of a member of State Parliament | 30. Optometrist                   |
| 2. Accountant                            | 17. Engineer   | 31. Patent attorney               |
| 3. Architect                             | 18. Industrial organisation secretary                  | 32. Physiotherapist               |
| 4. Australian Consular Officer           | 19. Insurance broker                                   | 33. Podiatrist                    |
| 5. Australian Diplomatic Officer         | 20. Justice of the Peace                               | 34. Police officer                |
| 6. Bailiff                               | 21. Landgate officer                                   | 35. Post office manager           |
| 7. Bank manager                          | 22. Lawyer   | 36. Psychologist                  |
| 8. Chartered secretary                   | 23. Local government CEO or deputy CEO                 | 37. Public notary                 |
| 9. Chemist                               | 24. Local government councillor                        | 38. Public servant (Commonwealth) |
| 10. Chiropractor                         | 25. Loss adjuster                                      | 39. Public servant (State)        |
| 11. Company auditor or liquidator        | 26. Marriage celebrant                                 | 40. Real estate agent             |
| 12. Court officer                        | 27. Member of Parliament                               | 41. Settlement agent              |
| 13. Defence force officer                | 28. Minister of religion                               | 42. Sheriff or deputy sheriff     |
| 14. Dentist                              | 29. Nurse  | 43. Surveyor                      |
| 15. Doctor                               |  | 44. Teacher                       |
|  |  | 45. Tribunal officer              |
|  |  | 46. Veterinary surgeon            |

Or any other person whom, under the *Statutory Declarations Act 1959* of the Commonwealth, Statutory Declaration may be made.