

# Department of Justice

Building Standards and Occupational Licensing

PO Box 56, Rosny Park, TAS 7018

Phone: (in Tasmania) 1 300 366 322; (outside Tasmania) - 03 6166 4600; Fax 03 6233 8338

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au) Website [www.justice.tas.gov.au](http://www.justice.tas.gov.au)

## APPLICATION FOR ACCREDITATION AS A BUILDING PRACTITIONER

### 1 YOUR PERSONAL DETAILS

Title	Given names	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred name	Date of birth	Town and Country of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2 YOUR BUSINESS DETAILS

Business name	Australian Business Number	
<input type="text"/>	<input type="text"/>	
Trading name	<input type="text"/>	
Phone Number	Mobile Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	Postcode	
<input type="text"/>	<input type="text"/>	
Street address	Suburb/Town/Locality	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Your Position in business (Sole practitioner, Partner, Director, Employee)	
<input type="text"/>	<input type="text"/>	

### 3 EXPERIENCE

Years of experience in the building industry:

Tasmanian Category/Class (see the form: Categories Applied For)	Years of experience in Category/Class
<input type="text"/>	<input type="text"/>

Please attach written references

Referees to verify your years  
of experience

Referees' Name	Referees' Address	Referees Phone numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your Accreditation ("CC") number (if you have one)

## Building Practitioner Accreditation Category/Class Experience

Please tick the boxes of the categories applied for and return this page with the main application form. Note that a practitioner accredited at a higher level can perform the duties of the lower levels of that category.

<b>Categories applied for</b>	
Builder - Open (Unrestricted) <input type="checkbox"/>	Building Services Designer - Hydraulic Restricted <input type="checkbox"/>
Builder - Medium Rise (3 storeys) <input type="checkbox"/>	Building Services Designer - Hydraulic Limited <input type="checkbox"/>
Builder - Low Rise <input type="checkbox"/>	Building Services Designer - Hydraulic Domestic <input type="checkbox"/>
Fire Protection Services Builder - Open <input type="checkbox"/>	Building Services Designer - Fire Restricted <input type="checkbox"/>
Fire Protection Services Builder - Medium Rise <input type="checkbox"/>	Building Services Designer - Fire Limited <input type="checkbox"/>
Fire Protection Services Builder - Low Rise <input type="checkbox"/>	Building Services Designer - Fire Domestic <input type="checkbox"/>
Building Surveyor <input type="checkbox"/>	Construction Manager - Open <input type="checkbox"/>
Building Surveyor - Limited <input type="checkbox"/>	Construction Manager - Medium Rise <input type="checkbox"/>
Engineer - Fire Safety <input type="checkbox"/>	Construction Manager - Low Rise <input type="checkbox"/>
Engineer - Building Services <input type="checkbox"/>	Demolisher - Open <input type="checkbox"/>
Engineer - Civil <input type="checkbox"/>	Demolisher - Medium Rise <input type="checkbox"/>
Building Services Designer - Mechanical, Restricted <input type="checkbox"/>	Demolisher - Low Rise <input type="checkbox"/>
Building Services Designer - Mechanical Limited <input type="checkbox"/>	Architect <input type="checkbox"/>
Building Services Designer - Mechanical Domestic <input type="checkbox"/>	Building Designer - Architectural Restricted <input type="checkbox"/>
Building Services Designer - Electrical Restricted <input type="checkbox"/>	Building Designer - Architectural Limited <input type="checkbox"/>
Building Services Designer - Electrical Limited <input type="checkbox"/>	Building Designer - Architectural Domestic <input type="checkbox"/>
Building Services Designer - Electrical Domestic <input type="checkbox"/>	Civil Designer <input type="checkbox"/>

#### 4 INSURANCE DETAILS

Business insurance cover provided by Self  Employer

Public Liability Insurer (provide copy)

Expiry date

Amount of cover

Contract Works Insurer

Expiry date

Amount of cover

Professional Indemnity insurance (provide copy)

Expiry date

Amount of cover

#### 5 QUALIFICATIONS

Your highest qualification relating to the category applied for

Year awarded

Name of issuing institution

AQF level

Additional relevant qualifications

Year awarded

Name of issuing institution

AQF level

#### 6 RELEVANT PROFESSIONAL REGISTRATIONS/MEMBERSHIPS

Organisation

Level of registration

Registration number

#### 7 RELEVANT INTERSTATE REGISTRATION

Are you applying under the Mutual Recognition Act?  Yes  No

Category / categories

State

Scope of work

Registration number

## 8 DECLARATION

Your attention is drawn to Section 27 of the Building Act 2000 which allows the Director of Building Control to cancel your accreditation should it be found that it was obtained by fraud or the making of a false declaration

In order to assist the Director of Building Control in determining whether you meet the prescribed personal probity requirements for accreditation, tick yes or no in the relevant box for the following questions.

1. Have you in the last 10 years been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?  Yes  No
2. Have you ever been disqualified from holding accreditation or registration as a building practitioner or have you had any occupational licence or certificate cancelled or suspended (including interstate licences, certificates or registrations)?  Yes  No
3. In respect of any work you have done in an equivalent position, have you ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?  Yes  No
4. Have you been declared bankrupt or entered into an arrangement with creditors in the last 10 years?  Yes  No
5. Have you, in the past 10 years, been a Director, Secretary or a person in a position to control or substantially influence a company's conduct or affairs within 12 months of that company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors?  Yes  No

If you have ticked YES to any of these questions you MUST provide details and copies of all relevant documentation.

## 9 STATUTORY DECLARATION

I, .....

.....  
(Name, address and occupation)

do solemnly and sincerely declare that the information I have given in this application and the information contained in all accompanying documents supplied by me is true and correct. I make this solemn declaration under the *Oaths Act 2001*.

Declared at..... on.....  
(Place) (Date)

..... Before me,.....  
(Signature of Applicant) Signature of Justice, Commissioner of  
Declarations or Authorised Person

### Applicants Checklist please attach

- Copy of Driver licence (If it has the current address)
- Declaration of Net tangible Assets (builders only)
- Copies of insurance certificates, qualifications, professional registrations/memberships and references
- Statement of Experience (builders only)
- I have read the Personal Information Protection Statement accompanying this application form
- Payment of Application Fee of \$177.60 per Category, and annual accreditation fee \$355.20 to Service Tasmania Total \$532.80
- Architects Application Fee \$177.60 category Architects annual accreditation fee \$288.60 to Service Tasmania Total \$466.20
- Architects must attach a copy of their membership to the Tasmanian architects Board

### Interstate and New Zealand Applicants

MUST mail this application form along with a quality passport photo and payment (cheque, money order or credit card) to:  
Building Standards and Occupational Licensing, PO Box 56, ROSNY PARK, TAS, 7018.

If your application is successful, you will receive confirmation within 21 days.

## Proof of Identity Requirements

You can establish identity by providing an Australian photo driver licence with your correct name and address details on it. The licence can be expired up to two (2) years. If the name and/ or address details are not correct, then you must also provide Evidence of Residential Address and/ or Evidence of Change of Name documents.

If you cannot provide the above, you must provide at least three (3) documents, either:

One (1) document from Category A and two (2) from Category B

**OR**

Two (2) documents from Category A and one (1) from Category B

Category A
Australian Driver Licence
Tasmanian Government Personal Information Card
Australian Passport
Overseas Passport
Australian Citizenship Papers
Firearm Licence
Birth Certificate (not an extract or commemorative)
Australian Tertiary Student Identification Card (current)
Department of Immigration & Citizenship issued travel documents, including a Visa
Department of Immigration & Citizenship Certificate of Evidence of Resident Status

Category B
Department of Veterans Affairs/Centrelink Pensioner Concession Card
Medicare Card
Plastic Bank or Credit Card with signature
Bank Statement
Utility Account (with evidence of payment)
Tertiary Student Identity Card

Personal information we collect from you for licensing processes will be used by Building Standards and Occupational Licensing for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of the Building Standards and Occupational Licensing; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.



Tasmanian  
Government

### Credit Card Payment

Master Card  Visa

Credit Card Number

Expiry date (mm/yy) Amount Paid \$

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Cardholder's Name

Phone number

Signature

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# Builders Only, Certification of Net Tangible Assets by a Public Practising Accountant or Tax Agent

Full Name of Builder

I (name of accountant)

registered number

Being the holder of a public practising certificate or a Registered Tax Agent (Practising certificate or registration)

State that I have reviewed the financial information dated

Of (Name of builder or builder's employer)

The builder, or builder's employer, is responsible for the financial information.

Based on our review of the unaudited/audited financial information, in my opinion the Net Tangible Assets, calculated in accordance with the requirements of the Scheme of the Accreditation of Building Practitioners, of the builder/builder's employer as at the date was at least \$50,000.

Signature

Date

**Employer Declaration** (only required when the builder is an employee)

I (name and position of person signing on behalf of the employer)

Declare that the above named builder is employed by (Name of employer)

Signature

Date

to be returned to:

Building Standards and Occupational Licencing  
PO Box 56  
ROSNY PARK TAS 7018

# FIRST REFEREE'S STATEMENT

## 1. Purpose of Referee's Statement

When applying for accreditation as a builder, construction manager, fire protection services builder or demolisher, an application must be accompanied by supporting statements verifying the applicant's experience in carrying out building work in accordance with relevant legislation, codes and standards.

## 2. Required Experience and Competence

Building Standards and Occupational Licensing must assess the experience and competence of an applicant before issuing accreditation. The *Scheme for the Accreditation of Building Practitioners* outlines the experience and competence requirements for the various classes of builder. A vital part of the assessment of the experience and competence of an applicant will be the referee statements provided by knowledgeable and experienced third parties.

These reports should include information about:

- the type of work or tasks the applicant has engaged in;
- the level of competency displayed by the applicant in particular types of work;
- the level of experience of the applicant or approximately how many sites, or for how long the applicant has worked on particular classes of buildings.

The experience and competence requirements for each class of accreditation are outlined below:

Class	Experience and Competence
Builder - Open Construction Manager - Open Fire Protection Services Builder -Open	Three years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for those applicants without a trade qualification.
Builder - Medium Rise and Low Rise Construction Manager - Medium Rise and Low Rise Fire Protection Services Builder - Medium Rise or Low Rise Demolisher - Low, Medium or Open	Two years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Four years in the scope of work for those applicants without a trade qualification.

## 3. Responsibility of Person Providing Referee Statement

The person providing this statement must:

- be an industry professional, for example an engineer, architect, building surveyor or senior manager or supervisor from an established Tasmanian building firm or;
- be accredited at the same, or higher, level as that applied for by the applicant; and
- have overseen the applicant carrying out the work that is the basis of the reference.

## 4. Referee's Details

Surname of Referee

Given Names (full legal name)

Date of Birth

Accreditation Number (if accredited)

Class of Work

Address (Not PO Box)

Post Code

Contact Phone Number

Mobile Phone

Email

## 5. Referee's Company, Partnership or Sole Trader Details

Name of Employer

Address (Not PO Box) if different to above

Post Code

## 6. Details of Applicant

Surname of Applicant

Given Names (full legal name)

**Term of Employment** Full Time Part Time

or period for which you have examined the applicant's work:

If part time, provide details of part time arrangement, (eg. 2 days pw over 12 months, which equates to 20 weeks overall experience).

**APPLICANT'S BUILDING EXPERIENCE****Summary of Building Work**

It is important that your statements about the applicant's experience and competence directly relate to the class of building\* associated with the category of building accreditation sought by the applicant. This information will be used to assess whether the applicant has knowledge and experience of the issues associated with construction of the various class of building associated with this category of accreditation.

Category	Class of Building
Builder - Low Rise	1 and 10 buildings as well as class 2 to 9 buildings of Type C construction with a gross floor area not exceeding 2000m <sup>2</sup> .
Builder - Medium Rise	1 and 10 buildings as well as building work up to 3 storeys (but not including Type A construction on classes 5 to 9 buildings).
Builder - Open	All classes of building.

\* For building class definitions please refer to the National Construction Code of Australia.

**I certify that the applicant** has demonstrated a level of knowledge and experience in a wide range of building work which would allow the person to competently perform the roles and responsibility of an accredited builder. This includes the majority of the following: (please tick)

- Applying building codes and standards to the construction process in accordance with the National Construction Code.
- Communicating effectively with Sub-contractors, consumers and other parties.
- Reading and interpreting plans and specifications.
- Planning building or construction projects and work.
- Organising site surveys and set-out procedures to building and construction projects.
- Applying structural principals to residential constructions.
- Conducting on-site supervision of building and construction projects.
- Applying legal requirements to building and construction projects.
- Managing occupational health and safety in a building and construction workplace & apply work health and safety legislation principles.

List **the roles** you know the applicant has worked in, in a building capacity.

Identify the **classes of buildings** the applicant has undertaken work on in a building capacity.



Give examples of the **type of work** or tasks the applicant has engaged in when working in a building capacity.

Explain the **level of competency** of the applicant in particular types of work or tasks undertaken in a building capacity.

Explain the level of **experience**, or approximately how many sites, or for how long the applicant has worked in a building capacity.

Provide any other comments to support the application.

# SECOND REFEREE'S STATEMENT

## 1. Purpose of Referee's Statement

When applying for accreditation as a builder, construction manager, fire protection services builder or demolisher, an application must be accompanied by supporting statements verifying the applicant's experience in carrying out building work in accordance with relevant legislation, codes and standards.

## 2. Required Experience and Competence

Building Standards and Occupational Licensing must assess the experience and competence of an applicant before issuing accreditation. The *Scheme for the Accreditation of Building Practitioners* outlines the experience and competence requirements for the various classes of builder. A vital part of the assessment of the experience and competence of an applicant will be the referee statements provided by knowledgeable and experienced third parties.

These reports should include information about:

- the type of work or tasks the applicant has engaged in;
- the level of competency displayed by the applicant in particular types of work;
- the level of experience of the applicant or approximately how many sites, or for how long the applicant has worked on particular classes of buildings.

The experience and competence requirements for each class of accreditation are outlined below:

Class	Experience and Competence
Builder - Open Construction Manager - Open Fire Protection Services Builder -Open	Three years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for those applicants without a trade qualification.
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## 3. Responsibility of Person Providing Referee Statement

The person providing this statement must:

- be an industry professional, for example an engineer, architect, building surveyor or senior manager or supervisor from an established Tasmanian building firm or;
- be accredited at the same, or higher, level as that applied for by the applicant; and
- have overseen the applicant carrying out the work that is the basis of the reference.

## 4. Referee's Details

Surname of Referee		Given Names (full legal name)	
<input type="text"/>		<input type="text"/>	
Date of Birth	Accreditation Number (if accredited)	Class of Work	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Not PO Box)			Post Code
<input type="text"/>			<input type="text"/>
Contact Phone Number	Mobile Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## 5. Referee's Company, Partnership or Sole Trader Details

Name of Employer	
<input type="text"/>	
Address (Not PO Box) if different to above	Post Code
<input type="text"/>	<input type="text"/>

## 6. Details of Applicant

Surname of Applicant	Given Names (full legal name)
<input type="text"/>	<input type="text"/>

**Term of Employment** Full Time Part Time

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Category	Class of Building
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- Applying legal requirements to building and construction projects.
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Explain the **level of competency** of the applicant in particular types of work or tasks undertaken in a building capacity.

Explain the level of **experience**, or approximately how many sites, or for how long the applicant has worked in a building capacity.

Provide any other comments to support the application.

**Statement of Experience**

Job Title & Site Location	Start Date	Finish Date	Size in Sqm & storeys	Your role in detail	Builders Name & Accreditation Number	Contact Phone Number	Class of Work

**Statement of Experience continued**

Job Title & Site Location	Start Date	Finish Date	Size in Sqm & storeys	Your role in detail	Builders Name & Accreditation Number	Contact Phone Number	Class of Work