



# Registration

## Building surveying practitioner (mutual recognition)

Form 33

### Use of this form

This form is to be used by people registered/licensed as a building surveyor in Australia applying to be registered as building surveying practitioners with the Building Services Board in Western Australia.

Under the *Mutual Recognition (Western Australian) Act 2010* such a person is entitled to an equivalent registration in WA as a building surveying practitioner. Mutual recognition cannot be applied to contractor registration.

If you are not registered/licensed as a building surveying practitioner, or an equivalent occupation, in other Australian States/Territories, you must make an initial application for building surveying practitioner registration. See: <http://www.commerce.wa.gov.au/building-commission/building-surveying-practitioner-registration>

If you want to contract to provide building surveying services to others, you must make a separate application for registration as building surveyor contractor under section 18 of the *Building Services (Registration) Act 2011*.

### Registration as a building surveying practitioner

A registered building surveying practitioner is authorised to sign certificates of design, construction or building compliance under the *Building Act 2011*, in Western Australia.

A registered building surveying practitioner may:

- use a prescribed title such as *registered building surveying practitioner*, and
- be a nominated supervisor for a registered building surveying contractor.

Registration as a building surveying practitioner does not authorise a person to provide services as a building surveying contractor.

### Registration as a building surveying contractor

A person, partnership or company must be registered as a building surveying contractor to:

- provide services as a building surveyor;
- issue compliance certificates; or
- use a prescribed title such as *registered building surveying contractor*.

### Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee.

The application fee is \$105.00

The registration fee is: \$868.00 for three years.

GST is not payable on the application or registration fee.

If the Board does not grant your registration, the registration fee will be refunded.

### Mutual recognition requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- provide evidence of current relevant registration/licence in any other Australian State/Territory; and
- comply with any other requirements.

### Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

### Incomplete applications

The Building Commission cannot process incomplete applications. If your application is incomplete at the time of lodgement it will be returned. If your application is later found to be incomplete or is not fully informative, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request your application will be refused. The application fee will not be refunded.

**How to lodge and pay**

Pay for and lodge your application including attachments:

**By post**

Lodge your application and pay by cheque or money order made payable to the Building Commission or pay by card using the payment slip on the form.

Building Commission  
Locked Bag 14  
Cloisters Square WA 6850

**In person**

Lodge your application and pay by cash, cheque, money order or card at the Building Commission counter.

Building Commission  
Level 1, 303 Sevenoaks Street  
Cannington WA 6107

Office hours are:  
Mon–Fri 8:30 am to 4:30 pm.

➔ BPAY and online payment are not available for this application.

➔ The Building Commission will not receive email or fax applications.

**Return of documents**

The Building Commission does not return documents lodged with applications. If you need a copy of your application or attached documents, please make a copy before you lodge your application.

**Certified copies**

If you are providing a copy of a document with your application rather than the original it must be a certified copy. To have a copy certified you must show a copy of the document, together with the original document to a person who is a qualified witness.

The witness must:

- certify the copy is a true copy of the original;
- place their signature, together with their full name and address and their qualification to be a witness, immediately adjacent to the words of certification.

The following people, who must not be related to the applicant, are qualified to witness:

- Accountant
- Bank Manager
- Chemist
- Dentist
- Doctor
- Justice of the Peace
- Lawyer
- Local Government Councillor
- Minister of Religion
- Police Officer
- Post Office Manager
- Public Servant
- Real Estate Agent

and other people listed in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

**After your application is lodged**

The Building Commission will confirm receipt of your application. If you do not receive an acknowledgement of your application within 15 business days, please contact the Building Commission on 1300 489 099.

**More information**

If you need more information about the status of your application or about practitioner registration generally please call 1300 489 099 and ask for the Licensing team, or email [bclicensing@commerce.wa.gov.au](mailto:bclicensing@commerce.wa.gov.au).



OFFICE USE

**Notice – Registration**

**Form  
33**

# Building surveying practitioner (mutual recognition)

Your application cannot be assessed unless all sections are completed and all attachments are provided.

**Personal details**

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify
Family name				
First name				
Other name(s)			Date of birth	/ /
Have you been known by any other names?	<input type="checkbox"/> No <input type="checkbox"/> Yes			



If you answered 'yes' above, attach a separate page with full details.  Attached

**Principal place of business address** – required for publication in the register. It cannot be a post office box.

Street			
Suburb	State	Postcode	

**Postal address** – address for correspondence from the Building Commission.

Street or PO box			
Suburb	State	Postcode	

**Residential address** – this address will be used on the register if a Principal place of business address is not provided.

Street			
Suburb	State	Postcode	

**Contact details**

Phone (home)	( )	Phone (work)	( )
Phone (mobile)		Fax	( )
Email			

## PROOF OF IDENTITY



Provide proof of your identity by attaching certified copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points	Office use
<b>70 points</b>	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate		
<b>40 points</b> - for first document from this category. <b>25 points</b> - for additional documents from this category.	<input type="checkbox"/> Current Australian issued licence or permit card e.g. Drivers licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification		
<b>35 points</b> A document from this set must show your name and current residential address.	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia		
<b>25 points</b>	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Credit or debit card issued by Australian banking or credit institution <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate		
<b>Total points</b>			

**NOTICE SEEKING REGISTRATION BY MUTUAL RECOGNITION**

1 I am registered in


Supply details of current registration in the first Australian State/Territory.

as a  Registration number

Date issued  / / Expiry date  / /

with the following special conditions


and as such I seek to be registered in Western Australia in accordance with the mutual recognition principle as described in the *Mutual Recognition (Western Australia) Act 2010* as a building surveying practitioner.

 I have attached the original or a complete and accurate certified copy of the instrument evidencing my existing registration and any special conditions issued in the first Australian State/Territory.  Attached

I have attached a copy/print out of the relevant register evidencing my existing registration, the currency of my registration and a full statement of special conditions issued in the first Australian State/Territory.  Attached

2 In addition to the registration stated above, I also hold registration(s) in other Australian States/Territories as a building surveying practitioner or equivalent occupation.  Yes, fill out the table below  
 No, proceed to Q3

Australian State/Territory	Registration type/class	Date issued	Expiry Date	Special conditions	
		/ /	/ /	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		/ /	/ /	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		/ /	/ /	<input type="checkbox"/> Yes	<input type="checkbox"/> No

 I have attached the original or a complete and accurate certified copy of the instrument evidencing my other existing registration(s) and any special conditions issued in other Australian States/Territories.  Attached

I have attached a copy/print out of the relevant register evidencing my other existing registration(s), the currency of my registration(s) and a full statement of special conditions issued in other Australian States/Territories.  Attached

- 3 To the best of my knowledge:
- 3.1 I am not the subject of disciplinary proceedings in any Australian State/Territory, including any preliminary investigations or action that might lead to disciplinary proceedings, in relation to my registration(s) as building surveying practitioner or equivalent occupation.  Yes  No
  - 3.2 My registration(s) in any Australian State/Territory is not cancelled or currently suspended as a result of disciplinary action.  Yes  No
  - 3.3 I am not otherwise personally prohibited from working as a building surveying practitioner or equivalent occupation, as a result of criminal, civil or disciplinary proceedings in any Australian State/Territory.  Yes  No

**STATUTORY DECLARATION**

I,

Full name of applicant

sincerely declare that the information provided in this notice is true and I know that it is an offence to make a declaration knowing that it is false in material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* as follows.

I also consent to the making of enquiries, and the exchange of information with, the authorities of any Australian State/Territory regarding my activities as a building surveying practitioner or equivalent occupation or otherwise regarding matters relevant to this notice.

This declaration:

Declared at:  In the State of   
 (place) (e.g. Western Australia)

On:  Applicant signature   
 (date) / /

Before me:   
 (Signature of competent witness)

Name of witness

Qualification of authorised witness

**Checklist**

Use this checklist reminder to ensure that you complete all parts of your application and attach all necessary supporting documents.

- Proof of identification - 100 points supplied
- Notice seeking registration by mutual recognition
- Evidence of first current registration in Australian State/Territory attached
- Evidence of other current registration in Australian States/Territories attached
- Statutory Declaration signed and dated
- Payment made

**An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the Building Commission on 1300 489 099 and ask for the Licensing team.**

**PAYMENT****Application and Registration fee**

GST is not applicable

 \$973.00 (\$105.00 application fee + \$868.00 for 3 years registration)**Payment method** Cash Cheque Money order Credit card**Card authorisation****Building Commission ABN: 91 329 800417**

<input type="checkbox"/> Visa		<input type="checkbox"/> Mastercard	
Card number	/	/	/
Name on card	Expiry date /		
Cardholder's signature	Amount payable \$		
Cardholder's contact phone number	Date		