



Registered Building Practitioner Application Guidelines

To carry out a *builder work* in Western Australia you must hold either a building practitioner or building contractor registration issued by the Building Services Board ('the Board'). The Board issues registrations under the *Building Services (Registration) Act 2011* ('the Act') and the Building Services (Registration) Regulations 2011 ('the Regulations').

A building practitioner registration authorises the holder to use the prescribed title of registered building practitioner for the building class they are registered for.

This registration permits you to work as a nominated supervisor for a building contractor in the same class you have applied for, but does not permit you to contract with consumers directly for building work. If you wish to contract with a consumer, you will be required to also make application for registration as a Building Services Contractor.

Builder work is defined as work with the value of \$20,000 where a building permit is required within the designated areas of the State (Schedule 3 of the regulations).

To be eligible to obtain a building practitioner registration an applicant must:

- provide a complete written application including payment of application and registration fees;
- provide additional information relevant to the application as required by the Board, noting that this may need to be provided in the form of a Statutory Declaration;
- have the qualifications and experience prescribed by the regulations for the class of building practitioner applied for;
- is a fit and proper person to be registered; and
- have complied with any other requirements prescribed by the regulations for the registration as a building practitioner in the class applied for.

False or misleading information

It is an offence to make a false or misleading statement to the Board in this application. The offence has a maximum penalty of \$25,000.

Application checklist and supporting documentation

The registration package must include the following completed forms:

- Practitioner Form A – personal information;
- Practitioner Form B – fitness and probity;
- Practitioner Form C – qualifications and experience;

- Relevant statement of works for your level of industry experience. Refer to Practitioner Form C to determine the correct form to complete (C1.1 – C1.7); and
- Practitioner Form D – statutory declaration and authority to release personal information.

Supporting documentation that must be submitted with the application package include:

- Certified copies of identity documents;
- Current National Police Clearance Certificate - certified copy or original (no more than three months old at time of submitting this application);
- Certified copies of relevant qualifications and academic transcripts;
- Certified copies of membership certificates for industry bodies;
- Letters of reference demonstrating your experience (where required); and
- Completed Mutual Recognition declaration and copies of your Interstate / New Zealand licences / registrations (if applicable).

Note all supporting documentation is required to be either certified copies or the original documents. A certified copy is a copy of an original document that has been certified as a true and correct copy by a person authorised to witness a statutory declaration under the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)* or the *Statutory Declarations Act 1959 (Commonwealth)*. The Act also provides for the Board to request any additional information that it requires relevant to the application to be verified by Statutory Declaration.

Lodging your application

How to lodge

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
c/o the Building Commission Licensing Branch
Locked Bag 12
West Perth WA 6872

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

Should you have any queries regarding your application for the building practitioner registration, contact the Building Commission on 1300 489 099.

Fees

Building practitioner application fee application from 1 January 2014 is \$193.00*

The building practitioner registration fees applicable from 1 January 2014 are:

- \$280.00 for 18 months; and
- \$560.00 for three years.

* Note: Application fee is non-refundable
GST is not applicable

The registration and applications fees must be paid at the time of lodging an application for a building practitioner registration with the Board. If your application is unsuccessful the registration fee will automatically be refunded and posted to the address specified on the application form.

Payment methods

Online (credit card) at www.buildingcommission.wa.gov.au

Post (credit card, cheque or money order)

In person (cash, eftpos, credit card, cheque, or money order)

Payment slip

Applicant name: _____

Contact telephone number: _____

Amount payable: _____

Payment method visa card , master card , cheque , money order , online

Online receipt number: _____

For credit card transactions

Card holder name: _____

Card number: _____ Expiry Date (MM/YYYY): _____

Card holder's signature: _____

Authorised witnesses

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.

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