



Registered Building Surveying Contractor (Individual, Partnership or Company) Application Guidelines

Introduction

To contract to provide building services in the class of building surveying work in Western Australia you must be registered by the Building Services Board ('the Board') as a building service contractor (individual, partnership or company). The Board registers building service contractors under the *Building Services (Registration) Act 2011* ('the Act') and the *Building Services (Registration) Regulations 2011* ('the Regulations').

Building service contractor registration authorises the holder to:

- use the prescribed title of Registered Building Surveying Contractor at the level at which the holder is registered; and
- contract to carry out building surveying work meeting the definition of building surveying work. In summary, building surveying work is defined as:
 - building surveying work level 1 – certifying compliance in respect of any building or incidental structure;
 - building surveying work level 2 – certifying compliance in respect of a building or incidental structure with a floor area up to 2000m² and not more than 3 storeys.

All information supplied as part of this application is confidential.

The Board will contact you regarding the outcome of your application.

Important information for applicants

To be eligible to obtain building services contractor registration in accordance with the Act, you must complete the application form relevant to the registration category, being:

1. Building Service Contractor Registration in the Class of Building Surveyor Contractor (Individual);
2. Building Service Contractor Registration in the Class of Building Surveyor Contractor (Partnership); or
3. Building Service Contractor Registration in the Class of Building Surveyor Contractor (Company).

You will need to support your application with:

- a list of eligible nominated supervisors, noting that an contractor must at all times employ at least one eligible nominated supervisor. In the case of a Building Surveyor Contractor (Individual), the applicant, being an individual, must always be the nominated supervisor;

- warranties in regard to capacity to meet debts as and when they fall due and proof of professional indemnity insurance; and
- a statement of arrangements you intend to put in place to ensure services to be carried out will be managed and supervised proficiently.

Table 1 (below) outlines, but is not limited to, the means by which applicants for registration or renewal of registration may provide information to satisfy the Board that the applicant has arrangements in place.

Table 1

Statement of arrangement	Supporting evidence to be provided by applicant
Business goals and services	A statement of the range of business services offered specifically identifying statutory services.
Responsibilities	An organisation chart or list of key personnel in the business identifying responsibilities for the delivery of the nominated services.
Policies and procedures in place	A statement of relevant policies and procedures.
Implementation/delivery strategy	A series of compliance checklists or other procedural tools.
Monitoring and evaluation	A statement of quality control practices and tools.
Training and continuing professional development	The training or development to be provided to key personnel.

Applicants who trade under a business name or through a trust should provide a certificate of registration of business name from the Department of Commerce and/or a copy of any trust deed.

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 Building Services Board in relation to your application. A penalty of \$25,000 may apply under section 99 of the *Building Services (Registration) Act 2011*.

Condition of registration

The registration of a building surveying contractor is subject to the condition that the work of any building surveyor practitioner in the class of Technician, either employed or engaged by the contractor, must be supervised by a registered Level 1 or Level 2 building surveyor practitioner.

Fees

	Application fee	Registration fee – 3 years
Individual	\$68.00*	\$606.25
Partnership	\$68.00*	\$1,517.00
Company / Body Corporate	\$68.00*	\$1,977.00

* 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 building service contractor registration. If your application is unsuccessful the registration fee will automatically be refunded and posted to the address specified on the application form.

Payment arrangements are on the final page of the application form.

Lodging your application

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, please contact the Building Commission on 1300 489 099. You can also obtain additional information from our website at www.buildingcommission.wa.gov.au.