



Council Accreditation: Application Form Category A3 - Accredited Certifier – Building Surveying Grade 3 (Category A3 Application Form)

Please read the A3 Guidelines before completing this Application Form. If you require further assistance, please call the Building professionals Board on **02 9873 8537**.

Please complete all cells of the application including attachment 2 and then print out the form, sign and date the Declaration Sections D.4 and G. Attach documentation where required.

Section H must be completed by the person (CEO/GM/Delegate) making the Recommendation to the Building Professionals Board.

A. Applicant Details

Name:		
Title:	Given Names:	
Surname:	Date of Birth:	
Male or Female:		
Residential address:		
Unit/Street no:	Street:	
Suburb:	State:	Postcode:
Name of Council:		
Council Address:		
Address for correspondence: <input type="checkbox"/> Residential OR <input type="checkbox"/> Council		
Employment status at Council:		
<input type="checkbox"/> Employee Current Position: _____ OR <input type="checkbox"/> Contractor If you select Contractor please attach a certified copy of your Certificate of Currency for Professional Indemnity insurance. See Attachment 1 of this Application Form for more details.		
Contact details:		
Res Tel.: ()	Bus Tel.: ()	
Bus Mobile:	Bus Fax: ()	
Bus Email:		

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Level 3, 3 Marist Place Parramatta NSW 2124 www.bpb.nsw.gov.au

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B. Requirements for Accreditation

I understand that there are two (2) pathways for Category A3 applicants, the first for applicants with a relevant qualification and experience, and the other for applicants with experience only.	<input type="checkbox"/>
I understand that I must meet the requirements of <u>one</u> of the Pathways and tick to indicate where I believe I have met the requirements for Category A3.	<input type="checkbox"/>
<i>Either Pathway 1:</i>	
(a) I understand that I need to have one of the qualifications listed in (b) below and 12 months practical experience relevant to Category A3.	<input type="checkbox"/>
(b) I possess and have attached copies of one of the following qualifications:	
<ul style="list-style-type: none"> An approved Specialty qualification listed in Part 1, Schedule 3 of the Building Professionals Board Accreditation Scheme for Categories A1, A2 and A3. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Bachelor of Applied Science (Environmental Health) from the University of Western Sydney subject to the applicant having successfully completed subjects BG201A, BG301A and BG302A. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Ordinance 4 Certificate as a building surveyor or assistant building surveyor. 	<input type="checkbox"/>
<ul style="list-style-type: none"> AIBS National accreditation. 	<input type="checkbox"/>
<ul style="list-style-type: none"> BSAP accreditation (National or NSW). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Bachelor or Masters degree in architecture from a university within the meaning of the <i>Higher Education Act 2001</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> Post graduate qualification in building, construction or construction management from a university within the meaning of the <i>Higher Education Act 2001</i>. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Diploma of Local Government (Environmental Health and Building Assessment) subject to the applicant having successfully completed BCGSV5011A Apply Building Codes and Standards to Residential Buildings or BCGSV5012A Assess Timber Framed Designs for One and Two Story Buildings from TAFE NSW or the LGTI. 	
<ul style="list-style-type: none"> Diploma in Building Surveying including all previous versions of this qualification offered by TAFE NSW [or equivalent] provided they included a Building Surveying component. For example: <ul style="list-style-type: none"> - Diploma in Environmental Health and Building Surveying TAFE NSW - Associate Diploma Applied Science (Health and Building Surveying) TAFE NSW - Associate Diploma in Health and Building Surveying TAFE NSW - Associate Diploma in Health and Building Surveying - Building Surveying Qualification Certificate TAFE NSW - Building Inspection Qualification Certificate TAFE NSW - Certificate of Health and Building Surveying TAFE NSW 	<input type="checkbox"/>
<i>Or Pathway 2</i>	
(c) I understand that I need to have two (2) years practical experience relevant to Category A3.	<input type="checkbox"/>

C. Fit and Proper Person Declaration

If you answer **Yes** to any questions, **attach** a detailed written explanation on a separate page to this Form. Include reasons why the matter does not provide the basis for council refusal to recommend you for accreditation on the grounds that you are not a fit and proper person to be accredited.

1. Have you ever contravened a law (whether or not in New South Wales and whether or not the contravention is an offence) that relates to the functions or obligations of a council employee carrying out certification work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever contravened a law (whether or not in New South Wales and whether or not the contravention is an offence) that relates to the functions or obligations of a council officer involving fraud or dishonesty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you failed to comply with a statutory or other duty or a contractual obligation, imposed by or in accordance with a law (whether or not a New South Wales law) that relates to the functions or obligations of a council officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever represented yourself as being an accredited certifier when you were not an accredited certifier?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you, whilst a council officer, engaged in any conduct in breach of council's <i>Code of Conduct</i> in relation to carrying out certification work? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you a mentally incapacitated* person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you been found guilty of a criminal offence (other than an excluded offence**), whether or not in New South Wales and whether or not a conviction has been recorded? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you aware of any criminal proceedings pending against you (other than for an excluded offence)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you been found by a court or tribunal to have breached the <i>Environmental Planning and Assessment Act 1979</i> or the Regulations made under that Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are there any proceedings pending before a court or tribunal in which it is alleged that you have breached the <i>Environmental Planning and Assessment Act 1979</i> or the Regulations made under that Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Has the council you work for been involved in any civil litigation relating to your functions as a council employee carrying out certification work in the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Have you been subject to any disciplinary action, proceedings or determination relating to carrying out of certification work for council in the past 12 months, including any investigations or actions that might lead to a disciplinary action, proceeding or determination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have you had an equivalent authorisation*** suspended or cancelled (other than at your request) under the NSW law or the law of another jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Do you hold an equivalent authorisation*** that is subject to conditions imposed as a result of any criminal, civil or disciplinary proceedings under the law of NSW or another jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>*Mentally incapacitated person means a person who is a temporary patient, a continued treatment patient or a forensic patient within the meaning of the <i>Mental Health Act 1900</i>, or a protected person within the meaning of the <i>Protected Estates Act 1983</i>.</p> <p>**Excluded offence means any offence under the road transport legislation (within the meaning of the <i>Road Transport (General) Act 1999</i> other than the following:</p> <ul style="list-style-type: none"> (i) an offence under section 42 (1) of the <i>Road Transport (Safety and Traffic Management) Act 1999</i> relating to driving a motor vehicle negligently on a road or road related area if the accredited certifier concerned is, by way of penalty, sentenced to imprisonment or fined a sum of not less than \$200. (ii) an offence under section 42 (2) of the <i>Road Transport (Safety and Traffic Management) Act 1999</i> relating to driving a motor vehicle on a road or road related area furiously, recklessly or at a speed or in a manner dangerous to the public. (iii) an offence under section 19 (2) of the <i>Road Transport (General) Act 1999</i> (which relates to refusing to comply with a requirement to produce a driver licence, or to state name and home address, or stating a false name and home address). <p>If it is an excluded offence, you do not need to tick Yes.</p> <p>***Equivalent authorisation means a certificate, accrediting registration or other authorisation or qualification issued or conferred under the laws of another jurisdiction that enables the holder to undertake similar functions to the holder of a certificate of accreditation under the <i>Building Professionals Act 2005</i>.</p>	

D. Resume

The purpose of the Resume is for you to demonstrate that you satisfy the experience requirement of either one (1) year or two (2) years practical experience relevant to Category A3 depending on the relevant Pathway you have applied under. First read, consider and take into account the A3 Guidelines before preparing your Resume.

1. Work History

Provide a summary of the most significant position/s held during your working career relevant to Building Surveying and certification to show you have either one (1) year or two (2) years practical experience relevant to Category A3 depending on the relevant Pathway. The summaries of your positions are to be in chronological order starting with the most recent. For example: Employer: Blacktown City Council, Period of employment: June 08 – February 10, Position held: Senior Building Surveyor. If you require additional space, please attach the additional pages to the Application.

(a)	Employer:
	Period of employment:
	Position held:
	Brief summary of duties and responsibilities relevant to Building Surveying:
(b)	Employer:
	Period of employment:
	Position held:
	Brief summary of duties and responsibilities relevant to Building Surveying:
(c)	Employer:
	Period of employment:
	Position held:
	Brief summary of duties and responsibilities relevant to Building Surveying:



Answer each of the questions in 2 and 3 below by ticking the appropriate box.

If you answer **No** to any of the questions below you have the option of demonstrating to the council that you have equivalent experience. If you choose to demonstrate equivalent experience please attach additional information on separate pages.

Note: Applicants who are currently accredited and who are seeking to be accredited in a higher Category are to submit a list of projects that verify the experience claimed in answer to 2 and 3 below. See Attachment 2 for more details.

The list should provide the following information for each project: the address, the building classification, a description of the building work, an estimated cost of construction, and the applicant's roles and responsibilities, including a statement indicating whether the applicant assessed the work and/or issued the relevant certificate.

2. Summary of Work Experience – Deemed- To- Satisfy (DTS) Provisions

Have you assessed applications ¹ for the following to determine compliance with the DTS Provisions in the Building Code of Australia (BCA):	
(a) At least five (5) proposed/existing class 1 to 10 buildings.	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Summary of Work Experience – Inspections

Have you carried out the following inspections:	
(a) At least five (5) 'building'/'critical stage' inspections of class 1 buildings during construction to determine compliance with the BCA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) At least two (2) 'final inspections' of class 1 buildings to determine whether the building was completed and suitable for occupation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) At least one (1) final inspection of a class 10b swimming pool to determine whether the building was completed and suitable for occupation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Declaration

I solemnly and sincerely declare that the particulars in this Resume are true and correct.	
Signature: _____	Date: _____

¹ "Assessed applications" in this Resume are those assessments that have been carried out to determine the extent to which the proposed building work or an existing building complies with the BCA (excluding internal fit outs and alterations to existing buildings) for the following purposes:

- Part 4A applications made under the *Environmental Planning and Assessment Act 1979*
- Building Certificate applications
- Development Applications
- Place of Public Entertainment (POPE)/Entertainment venue applications
- Building Applications made under the *Local Government Act 1993*

E. Certificate of Accreditation Applied for

<i>An application must be consistent with the council Recommendation.</i>	
I am applying for the following level of accreditation (choose one only and tick your choice):	
A3 (Unconditional)	<input type="checkbox"/>

F. Application Checklist

(a) I have completed Sections A to G of the Application Form.	<input type="checkbox"/>
(b) If I am a contractor, I have attached a copy of my Certificate of Currency for Professional Indemnity insurance.	<input type="checkbox"/>
(c) I have attached copies of qualification(s) where required.	<input type="checkbox"/>
(d) I have completed the Resume and attached additional information where required.	<input type="checkbox"/>
(e) If I am currently accredited and seeking to be accredited in a higher Category, I have submitted a list of projects that verify the experience claimed.	<input type="checkbox"/>
(f) I have completed the <i>Fit and Proper Person Declaration</i> and attached additional details to this Application where I answered Yes to any question.	<input type="checkbox"/>
(g) I have signed and dated the Applicant Declaration in Section G.	<input type="checkbox"/>
(h) I have retained a copy of this completed Application Form including attachments.	<input type="checkbox"/>
(i) I have recorded my name at the bottom of each page.	<input type="checkbox"/>

G. Applicant Declaration

<p>I solemnly and sincerely declare that I have read, considered and taken into account the A3 Guidelines and that the particulars contained in this Application and accompanying documents are true and correct.</p> <p>Signature: _____ Date: ____/____/____</p> <p><small>Note: Incorrect or misleading information may lead to cancellation of your accreditation. Further, under sections 307B and 307C of the <i>Crimes Act 1900</i>, a person can be found guilty of an offence if the person knowingly gives false or misleading information or documents (maximum penalty for each offence is imprisonment for two years and/or a fine of \$22,000).</small></p>



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H. GM/CEO/Delegate recommendation

The General Manager/Chief Executive Officer or authorised delegate* is to complete this section of the Application Form.

I recommend that the Building Professionals Board issue the applicant with a certificate of accreditation in Category A3 as indicated below. (Please tick the relevant box.)

A3 (Unconditional)

Declaration

I solemnly and sincerely declare that this application has been assessed having read, considered and taken into account the Council Accreditation Application & Assessment Guidelines Category A3 – Accredited Certifier – Building Surveying Grade 3 and that council has checked the applicant's identity by sighting the applicant's driver's licence, passport or other appropriate proof of identity.

Signature

Name

Position (GM,CEO or authorised delegate)
*If authorised delegate, please provide evidence of delegated authority

Date



Attachment 1

Professional Indemnity insurance for contractors

Applicants who are contractors must provide a certified copy of a certificate of currency and attach it to the application for accreditation. The certified copy of a certificate of currency must include the following information:

- the identifying number of the insurance contract
- the name of the professional indemnity insurer
- the period of insurance cover, from --/-- to --/--
- the retroactive date
- confirmation that the insurance covers the certifier's statutory liability under the Building Professionals Regulation 2007 as an accredited certifier
- whether the insurance contract is an individual, partnership or company contract
- the limit of indemnity in respect of any one claim (in \$)
- whether the limit in respect of any one claim is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007
- the limit of indemnity in respect of all claims made in any one year (in \$)
- whether the limit in respect of all claims made in any one year is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007

A Certificate of Currency pro-forma for completion is on the following page of this Application Form.



Certificate of Currency pro-forma

A Certificate of Currency must include the following minimum information:

Name of insurer:	_____
Policy number:	_____
Name of the insured:	_____
The insurance is an:	Individual / partnership / company policy*. <i>(Delete whichever is inapplicable).</i>
Period of insurance:	From: _____ to: _____
Retroactive date:	_____
Class of insurance :	Professional Indemnity Insurance
Profession Insured:	Accredited certifier and _____
Confirmation that the professional indemnity insurance covers statutory liability for accredited certifiers:	This certificate confirms that the professional indemnity insurance covers statutory liability as defined by clause 9 of the Building Professionals Regulation 2007
Limit of indemnity in respect of any one claim:	\$ _____ This limit is inclusive / exclusive* of relevant expenses as defined in clause 14 (5) (c) of the Building Professionals Regulation 2007. <i>(Identify whether the limit is inclusive or exclusive)</i>
Limit of indemnity in respect of all claims made in any one year:	\$ _____ This limit is inclusive / exclusive* of relevant expenses as defined in clause 14 (5) (c) of the Building Professionals Regulation 2007. <i>(Identify whether the limit is inclusive or exclusive)</i>
Confirmation that the insurance has been issued	Insurance issued on: _____

Attachment 2

List of projects

Applicants who are currently accredited and who are seeking to be accredited in a higher Category, are to submit lists of the projects that verify the experience claimed in answer to questions 2 and 3 on page 5 of the Application Form.

A separate list should be provided for each question. The same building can be included in more than one list.

The lists should provide the following information for each project:

- the address,
- the building classification, a description of the building work,
- an estimated cost of construction,
- the applicant's roles and responsibilities including a statement indicating whether the applicant assessed the work and/or issued the relevant certificate or carried out the work under a supervisor including the supervisors name
- the dates when the certifier carried out the work.

For the purposes of the lists for questions 2 and 3 "assessed applications" are those assessments that have been carried out to determine the extent to which the proposed building work or an existing building complies with the BCA (excluding internal fit outs and alterations to existing buildings) for the following purposes:

- Part 4A applications made under the *Environmental Planning and Assessment Act 1979*
- Building Certificate applications
- Development Applications
- Place of Public Entertainment (POPE)/Entertainment venue applications
- Building Applications made under the *Local Government Act 1993*

The following tables are provided as examples for applicants.



List of projects for questions 2 (a)

Have you assessed applications¹ for the following to determine compliance with the DTS Provisions in the Building Code of Australia (BCA); (a) At least five (5) proposed/existing class 1 to 10 buildings?

Address	BCA Class	Cost	Building Work	Role & responsibilities (including the date)
1				
2				



Address	BCA Class	Cost	Building Work	Role & responsibilities (including the date)
3				
4				



Address	BCA Class	Cost	Building Work	Role & responsibilities (including the date)
5				

List of projects for question 3(a)

Have you carried out the following inspections: (a) At least five (5) 'building'/'critical stage' inspections of class 1 buildings during construction to determine compliance with the BCA?

Address	BCA Class	Cost	Building Work	Role & responsibilities (did you carry out the inspection on your own or under supervision of another accredited certifier)	Critical Stage Inspection
1					



	Address	BCA Class	Cost	Building Work	Role & responsibilities (did you carry out the inspection on your own or under supervision of another accredited certifier)	Critical Stage Inspection
2						
3						



Address	BCA Class	Cost	Building Work	Role & responsibilities (did you carry out the inspection on your own or under supervision of another accredited certifier)	Critical Stage Inspection
4					
5					



List of projects for question 3(b)

Have you carried out the following inspections: (b) At least two (2) 'final inspections' of class 1 buildings to determine whether the building was completed and suitable for occupation?

Address	BCA Class	Cost	Building Work	Role & responsibilities (did you carry out the inspection on your own or under supervision of another accredited certifier)	Critical Stage Inspection
1					
2					



List of projects for question 3(c)

Have you carried out the following inspections: (c) At least one (1) final inspection of a class 10b swimming pool to determine whether the building was completed and suitable for occupation?

Address	BCA Class	Cost	Building Work	Role & responsibilities (did you carry out the inspection on your own or under supervision of another accredited certifier)	Critical Stage Inspection
1					