

# Application & Assessment Guidelines

## Category A4 - Building Inspector

### *(The A4 Guidelines)*

#### Purpose of the Guidelines

The purpose of the Guidelines is to assist A4 applicants in completing applications for accreditation and councils in making Recommendations for Category A4 accreditation. For further assistance, call the Hotline on **02 9873 8537**.

#### Transitional arrangements

In the three (3) year transition period commencing on 1 March 2010 the Building Professionals Board Accreditation Scheme (the Accreditation Scheme) will have a specific set of requirements applicable to council officers applying for accreditation.

All certificates of accreditation issued to council accredited certifiers in the three (3) year transitional period will be subject to a prescribed condition that the certifier may only carry out certification work as an employee of council.

Accreditation awarded in the three (3) year transitional period is valid for work as a council officer in any council.

#### Post Transitional requirements

At the end of the three (3) year transition period the specific set of requirements in the Accreditation Scheme applicable to council officers applying for accreditation will be removed. There will be only one set of requirements in the Accreditation Scheme applicable to all persons applying for accreditation.

Council accredited certifiers accredited in the three (3) year transitional period will not be required to be assessed against the requirements of the Accreditation Scheme at the end of the three (3) year transitional period. They can continue to work under their certificate of accreditation subject to the prescribed condition that they only carry out certification work on behalf of council provided they renew their certificate each year.

Council accredited certifiers who want to have the abovementioned prescribed condition removed or to obtain a higher Category of accreditation are advised to obtain a qualification listed in Part 2 of Schedule 3 of the Accreditation Scheme. These qualifications are recognised as satisfying the skills and knowledge requirements of the Accreditation Scheme.

## Overview of the Application Form (incorporating the Recommendation page)

- Section A – Applicant Details
- Section B – Requirements for Accreditation
- Section C – Fit and Proper Person Declaration
- Section D – Resume
- Section E – Certificate of Accreditation applied for
- Section F – Application Checklist
- Section G – Applicant Declaration
- Section H – GM/CEO/Delegate Recommendation

### Section A – Applicant Details

Applicants must complete all required details in full. Note that the applicant's residential address will not be publicly available in any form.

### Section B – Requirements for Accreditation

Applicants must choose one of the five (5) pathways to demonstrate that they have the experience and/or qualifications for accreditation as a Category A4 – Building inspector, as set out in Attachment 1 (*Authorities conferred and criteria to be met for A4 - Building Inspector*).

### Section C – Fit and Proper Person Declaration

1. Applicants must answer all questions in the *Fit and Proper Person Declaration*.
2. The explanatory notes at the end of the Declaration are intended to assist applicants in answering the questions in the Declaration.
3. If **Yes** is the answer to any of the questions, applicants must provide a detailed written explanation on a separate page and give reasons why the matter does not provide the basis for council refusal to recommend accreditation on the grounds that the applicant is not a fit and proper person to be accredited. The written explanation is then to be attached to the Application Form.
4. Answering **Yes** to a question does not mean that an applicant is not a fit and proper person to be accredited.
5. If an applicant answers **Yes** and a detailed written explanation is provided, council is to consider whether the matter warrants refusal to make a Recommendation.
6. It is only in cases such as when the council is made aware of a matter that is sufficiently serious that the council would not allow the applicant to carry out certification work on its behalf that council would consider refusing to recommend the applicant be accredited.
7. If council refuses to make a Recommendation on the basis that the applicant is not a fit and proper person, the applicant should be so advised and no application is to be submitted. Note that section 5 (1A) of the *Building Professionals Act 2005* provides that an application to carry out certification

work on behalf of a council may not be made except on the Recommendation of a council.

## Section D – Resume

1. Applicants who have selected either Pathway 1 or 2 under Section 2 of the Application form are not required to complete this Section.
2. Applicants who have selected Pathway 2 – Student will be subject to a condition that they must only carry out critical stage inspections or inspections during construction of building work for class 1 and class 10 buildings while working under the supervision of a Category A1, A2 or A3 accredited certifier or an applicant seeking accreditation in Categories A1, A2 or A3.
3. Applicants who have selected either Pathway 3 – Builder’s qualification or Pathway 4 – Pre-purchase qualification must have six (6) months relevant experience gained working in a building surveying role.
4. Applicants who have selected Pathway 5 – Experience only, must have one year’s practical experience gained working in a building surveying role.
5. Examples of relevant experience considered appropriate is the carrying out of critical stage inspections or carrying out of inspections during construction; or the carrying out of pre-construction certificate and pre-complying development certificate inspections.

### Part 1 of the Resume – Work History

The purpose of this part is for applicants to demonstrate that they have six (6) months or one (1) year of experience (depending on the Pathway applied under) carrying out functions relevant to Category A4.

#### *Relevant Functions*

1. Functions generally considered to be relevant to Category A are:
  - (i) Carrying out of critical stage inspections or carrying out of inspections during construction of buildings; or
  - (ii) Carrying out of pre-construction certificate and pre-complying development certificate inspections

#### *Equivalent Functions*

2. If however, an applicant has been employed in a building inspection type of position for six (6) months or one (1) year (depending on the Pathway applied under) and has not carried out the abovementioned functions for all or part of that time, council may consider the carrying out of other equivalent functions as appropriate.
3. An examples of equivalent functions relevant to Category A4 is: Experience gained in the inspection of class 1 through to 10 buildings, where a complaint was investigated to confirm whether the building was constructed to the requirements of the Building Code of Australia.
4. Council should advise applicants of the information it will require the applicant to provide to demonstrate that alternative functions are equivalent to the relevant functions. Any written information provided by the applicant is to be attached to the Application Form.

#### *Satisfying Part 1*

5. If council is satisfied that the applicant has demonstrated employment in a building inspection position for six (6) months or one (1) year (depending upon the relevant Pathway the applicant has applied under) during which time they have carried out the relevant functions [items (i) to (ii) above] and/or equivalent relevant functions in relation to all classes of buildings, council can be satisfied that the requirements of Part 1 have been met.

#### Part 2: Work Experience

Please note that an applicant using the template who answers **No** to any of the questions in Part 2 can attach additional details demonstrating equivalent work experience.

#### *Sufficient Practical Experience Relevant to Category A4*

1. The purpose Part 2 is to demonstrate relevant, practical experience in relation to Category A4 for all classes of buildings. Refer to Attachment 3 of the application form for examples of the lists that should be provided to demonstrate experience.

#### *Sufficient Equivalent Practical Experience Relevant to Category A4*

2. An applicant who answers **No** to any of the questions in Part 2 off the Resume can attach additional details demonstrating equivalent work experience.
3. An example of alternative practical experience relevant to Category A4 is experience gained in the inspection of class 1 through 10 buildings, where a complaint was investigated to confirm whether the building was constructed to the requirements of the Building Code of Australia.
4. Council is to advise applicants of the information it will require the applicant to provide to demonstrate sufficient experience equivalent to answering **Yes** to the questions in Part 2. Any written information provided by the applicant is to be attached to the Resume.

#### *Recommending A4 Unconditional*

5. If the Council is satisfied that the applicant has demonstrated sufficient practical experience relevant to Category A4 by answering **Yes** to the questions in Part 2 and/or by demonstrating sufficient equivalent practical experience relevant to Category A4, it is appropriate for council to recommend accreditation Category A4 (Unconditional), provided the council is also satisfied that the requirements of Part 1 have also been satisfied.

#### *Recommending A4 Subject to Conditions*

When an applicant applies under Pathway 2 - Student or Qualified Builder or Pre-Purchase Inspector the council must recommend the applicant be accredited in Category A4 subject the following condition:

- ▣ **A4 (Conditional 1):** The applicant must only carry out critical stage inspections or inspections during construction of build work for class 1 and class 10 buildings while working under the supervision of a

Category A1, A2 or A3 accredited certifier or applicant seeking accreditation in Categories A1, A2 or A3.

## Section E – Certificate of Accreditation applied for

1. Applicants complete Section E after reading Section D (above) of the A4 Guidelines and completing the Resume.
2. An application must be consistent with council's Recommendation. For example:  
An applicant applies for A4 (Unconditional) and submits it to council for assessment. Council determines that it will recommend the applicant for A4 (Conditional 1). The applicant must then revise his or her Application by amending the Category applied for to A4 (Conditional 1) and resubmit the Application to council for consideration.
3. In Section E, applicants select the Category of accreditation applied for either unconditional or conditional 1 as follows:

### A4 (Unconditional)

**A4 (Conditional 1):** The applicant must only carry out critical stage inspections or inspections during construction of build work for class 1 and class 10 buildings while working under the supervision of a Category A1, A2 or A3 accredited certifier or applicant seeking accreditation in Categories A1, A2 or A3.

## Section F – Application Checklist

The Applicant Checklist is provided for applicants to ensure that the Application Form has been completed in full.

## Section G – Applicant Declaration

1. Applicants complete the Applicant Declaration by signing and dating in the spaces provided after reading the note beneath.
2. Once the Declaration has been completed the Application Form together with any attachments are to be passed to the person assessing the application.

## Section H – GM/CEO/Delegate Recommendation

1. The Board recommends that each Council pass a resolution delegating authority to the GM or another appropriate person to make Recommendations in relation to applications for accreditation.
2. In this Section, the General Manager/CEO/Authorised Delegate signs and dates the Recommendation for accreditation in the spaces provided after the required details have been completed.

3. If the Recommendation is provided by a delegate other than the General Manager or CEO of the council a copy of the delegated authority is to be attached.
4. Section 5 (1A) of the *Building Professionals Act 2005* provides that an application to carry out certification work on behalf of a council may not be made except on the Recommendation of a council. The application must be consistent with the Recommendation made by the council to the Building Professionals Board.  
An applicant applies for A4 (Unconditional) and submits it to council for assessment. Council determines that it will recommend the applicant for A4 (Conditional 1). The applicant must then revise his or her application by amending the Category applied for to A4 (Conditional 1) and resubmit the Application to council for consideration.
5. Only those applications where the General Manager/CEO/Authorised Delegate has signed and dated the Recommendation are to be submitted to the Building Professionals Board.
6. Completed applications may be lodged with the Building Professionals Board by councils or individual applicants.
7. Applications may be lodged by email: [bpb@bpb.nsw.gov.au](mailto:bpb@bpb.nsw.gov.au) or by post:  
The Director  
Building Professionals Board  
PO Box 3720  
Parramatta NSW 2124



# Attachment 1

## Authorities conferred and criteria to be met for Category A4 - Building Inspector

A4 – Building Inspector	
<i>Authorities Conferred</i>	<i>Criteria to be met for A4 Category of accreditation</i>
<p>Carrying out inspections required by the principal certifying authority under section 109E(3)(d) of the Environmental Planning and Assessment Act 1979, critical stage inspections prescribed by clause 162A of the Environmental Planning and Assessment Regulation 2000 (except for the last critical stage inspection after the building work has been completed and prior to any occupation certificate being issued), and carrying out of inspections under clauses 129B and 143B of the Regulation in relation to class 1 and class 10 buildings under the BCA.</p>	<p><b>One</b> of the following <i>Pathways</i>:</p> <ul style="list-style-type: none"> <li><i>Pathway 1 – Qualified:</i> Completed a building surveying course recognised as satisfying the qualification requirements for A1 or A2 or A3.</li> <li><i>Pathway 2 – Student:</i> Working and continuing to work, under the supervision of a Category A1, A2 or A3 accredited certifier or an applicant seeking accreditation in Categories A1, A2 or A3, and undertaking a building surveying course that satisfies the qualifications criteria for Categories A1, A2 and A3 and if the applicant is enrolling to commence a course after 1 January 2010 the qualification must also be a qualification listed in the Evidence Checklists for Categories A1, A2 and A3.</li> </ul> <p>Alternatively completed a Certificate IV building course or have completed a Certificate IV Pre-purchase inspections course and working and continuing to work, under the supervision of a Category A1, A2 or A3 accredited certifier,</p> <ul style="list-style-type: none"> <li><i>Pathway 3 – Builders qualification:</i> Completed a Certificate IV building course with six (6) months practical experience relevant to this Category.</li> <li><i>Pathway 4 - Pre-purchase qualification:</i> Completed a Certificate IV Pre-purchase inspections course with six (6) months practical experience relevant to this Category.</li> <li><i>Pathway 5 – Experience only:</i> One year's practical experience relevant to this Category.</li> </ul> <p>For pathways 3, 4 and 5 practical experience relevant to this Category means employment as a building surveyor carrying out critical stage inspections under the EP&amp;A Regulation for the purposes of assessing a building under construction for compliance with the development consent, complying development certificate, construction certificate and the BCA and includes experience obtained while working under the supervision of a Category A1, A2 or A3 accredited certifier under Pathway 2.</p>

State of New South Wales through the Building Professionals Board  
 October 2012  
 Level 3, 3 Marist Place, Parramatta NSW 2124 [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)

Disclaimer: While every reasonable effort has been made to ensure that this document is correct at the time of publication, the State of New South Wales, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequence of anything done or omitted to be done in reliance upon the whole or part of this document.