

E1 RENEWAL APPLICATION

This form is to apply to the Building Professionals Board to renew your accreditation in Category E1 – Swimming Pool Certification.

Please note that E1 Swimming Pool certifiers must join the NSW Swimming Pool Register at swimmingpoolregister.nsw.gov.au to issue valid certificates of compliance under the *Swimming Pools Act 1992*. Certificates of compliance are only valid if issued via the Register.

Checklist

✓	Have you?	Where?
	Completed ALL sections of this form	All sections
	Attached a certified copy of your driver's licence (front and back)	Section 2
	Provided details of your current E1 accreditation	Section 3
	Attached a certificate of currency for your professional indemnity insurance	Section 4
	Attached proof of completion of continuing professional development (CPD)	Section 5
	Attached details if you answer yes to any question in the fit and proper person declaration	Section 6
	Signed the declaration	Section 7
	Paid the \$750 renewal fee – provide credit card details or EFT remittance advice	Section 8

1. Enter your details

The following details **will be** published on the Board's online register of accredited certifiers. Make sure your details are correct so potential customers can contact you.

Name

Title		Given names	
Surname			

Business address/ details

Unit/ street no.		Street			
Suburb		State		Postcode	
Work phone		Mobile phone			
Email					
PO Box		State		Postcode	

Business name

Business name (if applicable)	
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Other details

The following details **will not** be published on the Board's online register but are required for the Board's records:

Employment status	<input type="checkbox"/> Business owner or employee <input type="checkbox"/> Contractor
Date of birth	
Home phone	
Home address	

2. Attach documentation

Attach a copy of the following to prove your identity and current home address:

- your driver's licence (front and back) **or**
- other documents (such as a passport or other form of photo ID).

- 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
- confirmation that the insurance has been issued and the date of issue.

The end of this Application Form provides a pro-forma for a certificate of currency. **Do not fill out the pro-forma yourself** – provide it to your insurance broker. Applicants need to ensure that their broker provides a certificate of currency that includes all of the information specified, to avoid delays in determining their application.

Applicants must use the pre-prepared Statutory Declaration provided at the end of this Application Form for this purpose. It contains declarations in relation to the Board’s professional indemnity insurance requirements. Please complete this Statutory Declaration as part of your Application for Renewal.

Under section 61 of the Building Professionals Act you must notify the Board in writing within seven days of becoming aware of any change to your insurance that is relevant to your accreditation (such as ceasing to hold insurance).

5. Continuing professional development (CPD)

All E1 certifiers are required to complete six hours of CPD activities each year, from their second year of accreditation.

Attachment required

Attach copies of your certificate/s of satisfactory completion for each activity you list below.

Name of CPD activity	Date completed	Certificate attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Did you attend a face-to-face session of the OLG roadshow (three hours CPD)?	<input type="checkbox"/> Yes (note: the Board will check our attendance records when you submit this form – no need to submit a record of attendance)	

If you are renewing your E1 accreditation for the first time (i.e. to begin your second year of E1 accreditation), you are not required to complete CPD.

6. Fit and proper person declaration

Under section 7 of the *Building Professionals Act 2005*, an application for accreditation can be refused on certain grounds, including where the Board is not satisfied the applicant is a fit and proper person. The following questions relate to this provision.

Suitability of the applicant

Please answer 'yes' or 'no' to each of the questions below. **If you answer 'yes' to any of these questions**, please provide details on a separate sheet and attach it to this form.

Words appearing in **bold** are defined in the Interpretation section which follows question 21. In answering the questions, you are not required to disclose an **excluded driving offence** or a **spent conviction**.

1. Have you ever contravened a law (whether or not in New South Wales and whether or not the contravention is an offence) that:
 - (a) relates to your functions or obligations as an accredited certifier?
 Yes No
 - or
 - (b) involves fraud or dishonesty?
 Yes No
2. 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 your functions or obligations as an accredited certifier?
 Yes No
3. Are you an undischarged bankrupt?
 Yes No
4. Have you ever represented yourself as being an accredited certifier when you were not an accredited certifier?
 Yes No
5. As an E1 certifier, have you relied on another person to carry out inspections of swimming pools for the purposes of section 22C of the *Swimming Pools Act 1992* (SPA)?
 Yes No
6. As an E1 certifier, have you relied on another person to issue notices under section 22E of the SPA and/or certificates of compliance under section 22D of the SPA?
 Yes No

7. Have you, whilst an accredited certifier, engaged in any conduct in breach of the Code of Conduct contained in Schedule 4 of the Board's Accreditation Scheme?
- Yes No
8. Are you a **mentally incapacitated** person?
- Yes No
9. Have you been found guilty of a criminal offence, whether or not in New South Wales and whether or not a conviction has been recorded?
- Yes No
10. Are you aware of any criminal proceedings that have been commenced against you and which have not yet been finalised?
- Yes No
11. Are you aware of any complaint being made, or any investigation that is under way or already completed under the *Ombudsman Act 1974* or the *Independent Commission Against Corruption Act 1988* which relates to your conduct?
- Yes No
12. Have you been found by a court, a tribunal or the Board to have breached the **planning legislation**?
- Yes No
13. Have any proceedings been commenced against you before a court or tribunal in which it is alleged that you have breached the **planning legislation**?
- Yes No
14. Have any claims been notified to you or made against any insurance policy required to be held by you as an accredited certifier?
- Yes No
15. Have you been involved as a party in any civil litigation that involved your functions as an accredited certifier?
- Yes No
16. Have you been subject to any disciplinary action, proceedings or determination (including any investigations or actions that might lead to a disciplinary action, proceeding or determination) as an accredited certifier in New South Wales?
- Yes No

17. Have you ever been disqualified under Part 2D.6 of the *Corporations Act 2001 (C'ith)* from managing corporations?
 Yes No
18. Have you ever been a director of a corporation that has been wound up?
 Yes No
19. Have you ever had an accreditation by the Board suspended or cancelled (other than at your request)? Yes No
 Yes No
20. Do you currently, or have you ever, held an **equivalent authorisation** in another State or Territory?
 Yes No
21. If the answer to 20 is 'yes', provide details of the:

- State or Territory;
- the period the **equivalent authorisation** was held; and
- the identifying number of the **equivalent authorisation**.

Note: The Board will send you a supplementary fit and proper person declaration with questions that apply to your **equivalent authorisation**.

Interpretation

Equivalent authorisation means a licence, certificate, accrediting registration or other authorisation or qualification issued or conferred under the laws of another state or territory that enables the holder to undertake similar functions to the holder of a certificate of accreditation under the *Building Professionals Act 2005*.

Mentally incapacitated person means a person who is a temporary patient, a continued treatment patient or a forensic patient within the meaning of the *Mental Health Act 1900*, or a protected person within the meaning of the *Protected Estates Act 1983*.

Excluded driving offence means an offence under the 'road transport legislation' (within the meaning of the *Road Transport Act 2013*), that does not:

- (a) carry a term of imprisonment as a maximum penalty, or
- (b) involve an element of fraud or dishonesty.

Spent conviction: An applicant is not required to disclose any 'spent conviction' as referred to in Part 2 of the *Criminal Records Act 1991*. A conviction becomes 'spent' in a number of different circumstances depending upon factors such as the nature of the offence involved and the relevant 'crime free period' that applies to the offence. An example of one of the relevant crime free periods is a period of 10 consecutive years without a conviction. Another example is if an offence is found proven but no conviction is recorded, the matter is regarded as being spent immediately. If you

document I relied on was

.....
Describe the identification document relied on #

Signature of authorised witness

Date

See clause 3 of the Oaths Regulation 2011 for the definition of 'identification document'. It includes drivers licences, passports and birth certificates

Under the *Crimes Act 1900*, it is an offence to make a false or misleading statement. The maximum penalty is two years' imprisonment and a fine of \$22,000. The Board may suspend or cancel a certificate of accreditation if it was issued on the basis of false or misleading information.

8. Renewal fee – \$750

Payment option 1. Visa or MasterCard

Credit card number																			
Name of card holder																			
Card type	<input type="checkbox"/> Visa						Expiry						<input type="checkbox"/> Mastercard						

You may instead provide your credit card details over the phone by calling (02) 8522 7800. Your application will not be processed until you have provided these details.

Payment option 2. Westpac account details for EFT (direct deposit)

Account name	Building Professionals Board		
BSB	032 001	Account number	115 578
<ul style="list-style-type: none">• Under payment reference, include your surname and the word 'E1renewal'.• Attach a copy of the remittance advice/ receipt. Your application cannot be processed without this information.			

Please note:

- If your application is refused, the fee will not be refunded.
- If you withdraw your application before it is determined, part of the fee may be refunded.
- The Building Professionals Board ABN is 57 391 058 258.
- Pro-forma tax invoices are available on request via email:
bpb-accrreditation@bpb.nsw.gov.au
- Current A4 certifiers are not required to pay an additional fee for E1 renewal
- We no longer accept payment by cheque.

9. Submit this form

Send your completed renewal form to the Building Professionals Board via email to bpb-accrreditation@bpb.nsw.gov.au or post to PO Box 3720, Parramatta NSW 2124.

The Board will check the information provided and, if satisfied, renew your certificate of accreditation in Category E1 – Swimming Pool Certification.

Note: If an application for renewal is posted, it is not lodged on the day it is posted. An application is lodged on the day the application is received at the office of the Board.

If you are lodging your application close to the expiry date of your current certificate, you are advised to submit the application by email bpb-accrreditation@bpb.nsw.gov.au and to contact the Board on (02) 8522 7800 and have the Board confirm that your application has been received.

CERTIFICATE OF CURRENCY PRO-FORMA

Applicants: Do not fill out the pro-forma yourself – provide it to your insurance broker.

Applicants need to ensure that their broker provides a certificate of currency that includes the following minimum information:

Name of insurer:	_____
Policy number:	_____
Name of the insured:	_____
The insurance is an:	individual / partnership / company policy*. (Indicate applicable type of policy).
Period of insurance:	From: _____ to: _____
Retroactive date:	_____
Class of insurance :	Professional Indemnity Insurance
Profession Insured:	Accredited certifier
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. (# Identify whether the limit is inclusive or exclusive)
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. (# Identify whether the limit is inclusive or exclusive)
Confirmation that the insurance has been issued	Insurance issued on: _____

* Delete whichever is not applicable.