



# Application to be an accredited certifier in NSW

**Use this form if:**

- you want to be an accredited certifier in NSW (except category E1)
- you want to change your existing accreditation category and/or conditions
- your accreditation expired, lapsed or was withdrawn **more than three months ago**
- you are already a council accredited certifier and want to:
  - work as a private certifier, **or**
  - change your category of accreditation.

If you don't fit into one of the above categories **or are applying to become a swimming pool certifier**, download the appropriate form at [bpb.nsw.gov.au](http://bpb.nsw.gov.au)

✓	<b>Checklist: have you...?</b>	<b>Where?</b>
	Had all documents certified by a Justice of the Peace or a Notary Public	All sections
	Attached a certified copy of your driver's licence (front and back)	Section 1
	Attached certified copies of your qualifications and academic transcripts, or evidence that you hold an equivalent qualification	Sections 4-9
	Attached evidence if you are requesting alternative testing to demonstrate that you meet the core performance criteria	Section 4
	Attached a 'performance criteria' report (A1-A3 applicants required to do so as explained in section 5)	Section 5
	Attached evidence of enrolment (A4 student and builder applicants – Pathway 2)	Section 6
	Had your supervisor complete the 'verification of supervision' (A4 student and builder applicants – Pathway 2)	Section 6
	Attached a certified copy of your NER registration certificate or evidence of BOSSI registration (C1-C16 applicants)	Section 7
	Attached a 'performance criteria' report (B1 and D1 applicants, and C1-C16 applicants required to do so as explained in section 7)	Section 8
	Attached a resume, project list and description of your work on six projects (except A4 Pathway 1 and Pathway 2 applicants and C1-C16 applicants with NER or BOSSI registration)	Section 9
	Attached at least three referee statements and contact details (except A4 Pathway 1 and Pathway 2 applicants and C1-C16 applicants with NER or BOSSI registration)	Section 9
	Attached details and reasons if you answer yes to any question in the fit and proper person declaration	Section 10
	Attached a certificate of currency for your professional indemnity insurance	Section 11
	Signed the statutory declaration	Section 12
	Paid the accreditation fee – provide credit card details or EFT remittance advice	Section 13
	Attached a certified translation of any document not in English AND a certified copy of the original document	All sections

Office use only: received

Our reference:

## 1. 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.

Title		Surname	
Given names			

**Business address – you must provide a street address, not just a PO Box**

Business name (if applicable)				
Unit/ street no.		Street		
Suburb		State		Postcode
Mailing address (if different from above)				
Work phone		Mobile phone		
Email				

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		

ATTACH a certified copy your driver’s licence (front AND back), or other documents (such as a passport or other form of photo ID) to prove your identity and current home address.

## 2. Current/ previous accreditation as a certifier

**2a.** Are you currently or have you ever been an accredited certifier in **NSW**?

- Yes – provide details below       No – go to question 2b on this page (below)

Accreditation body			
Level/ category of accreditation			
Date first accredited		Date accreditation expires/ expired	

**If your NSW accreditation expired less than three months ago:** you don't need to complete this form if you just want to apply for the same category and conditions of accreditation. Visit [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) and navigate to 'For certifiers & councils' > 'Apply for accreditation' to download a 13.2A application form.

**2b.** Are you currently or have you ever been accredited, registered or licensed in another State or Territory for a similar occupation?

- Yes – provide details below       No – go to section 3

State/Territory			
Accreditation body			
Level/ category of accreditation			
Accreditation no.			
Date first accredited		Date accreditation expires/ expired	

*Note: If you answer 'yes' to question 2b, the Board will send you a supplementary fit and proper person declaration (to be completed in addition to the declaration at section 10 of this form) with questions that apply to your equivalent authorisation in another State or Territory.*

### 3. Category of accreditation you are applying for

A categories – building surveyors/ inspectors	
<input type="checkbox"/> A1: building surveying grade 1	<input type="checkbox"/> A3: building surveying grade 3
<input type="checkbox"/> A2: building surveying grade 2	<input type="checkbox"/> A4: building inspector
B category – subdivision certifier	
<input type="checkbox"/> B1: subdivision certification	
C categories – specialist certifiers	
<input type="checkbox"/> C1: private road and drainage design compliance	<input type="checkbox"/> C9: mechanical services compliance
<input type="checkbox"/> C2: private road and drainage construction compliance	<input type="checkbox"/> C10: fire safety engineering compliance
<input type="checkbox"/> C3: stormwater management facilities design compliance	<input type="checkbox"/> C11: energy management compliance (Classes 3, 5 to 9)
<input type="checkbox"/> C4: stormwater management facilities construction compliance	<input type="checkbox"/> C12: geotechnical engineering compliance
<input type="checkbox"/> C5: subdivision works & building works (location of works as constructed) compliance	<input type="checkbox"/> C13: acoustics compliance
<input type="checkbox"/> C6: subdivision road and drainage construction compliance	<input type="checkbox"/> C14: building hydraulics compliance
<input type="checkbox"/> C7: structural engineering compliance	<input type="checkbox"/> C15: stormwater compliance
<input type="checkbox"/> C8: electrical services compliance	<input type="checkbox"/> C16: speciality hydraulic services compliance
D category – strata certifier	
<input type="checkbox"/> D1: strata certification	
E category – swimming pool certifier	
E1: swimming pool certification: visit the Board's website for the E1 application form: <a href="http://bpb.nsw.gov.au/e1-accredited-certifiers-swimming-pool-certification">bpb.nsw.gov.au/e1-accredited-certifiers-swimming-pool-certification</a>	

*You may apply for more than one category at a time.*

## 4. Core performance criteria

All applicants must meet the core performance criteria by completing the Certification Short Course, University of Technology, Sydney (UTS) or its equivalent, by passing the Board's accreditation exam, or via alternative testing.

Tick ONE box only:

- I completed the **Certification Short Course (UTS) within the last 12 months** (ATTACH a certified copy of your Certificate of Successful Completion **and** a copy of the letter that arrived with your certificate to show the date of issue)

OR

- I passed the **Board's accreditation exam within the last six months**

OR

- I am already accredited and have maintained my accreditation** since passing the Certification Short Course

OR I am applying for an exemption or alternative testing as follows:

- I completed the Certification Short Course more than 12 months ago and seek an extension of the 12 month period to submit my application. (ATTACH reasons why you should be granted an exemption)

OR

- I passed the Board's accreditation exam more than six months ago in connection with a previous application and I seek an exemption from the requirement to have completed it within the last six months (ATTACH reasons why you should be granted an exemption)

OR

- I seek alternative testing because I have a medical, physical or other condition that prevents me from undertaking the accreditation exam (ATTACH reasons why you cannot take the exam, evidence of your condition, your proposed test and how it will allow you to accurately demonstrate your skills and knowledge).

*ALL applicants – including council trainees – must meet the core performance criteria in schedule 1 of the Accreditation Scheme.*

## 5. Speciality criteria and qualifications: A1-A3

This section is for A1, A2 and A3 applicants only.

- **A1-A3 applicants:** complete this section and then go to section 9.
- A4 applicants: go to section 6.
- C1-C16 applicants: go to section 7.
- B1 and D1 applicants: go to section 8.

**My qualification/s**, which are recognised under schedule 3, part 2 of the Accreditation Scheme, include:

Qualification	Graduation date	Institution

ATTACH a certified copy of your academic transcript and testamur/ qualification (or course completion letter if you haven't yet graduated).

A3 applicants who have completed *Skill Set CPCSS00004 Provide building surveying services for residential buildings up to three storeys*: ATTACH a transcript showing your completion of all seven units of competence.

**OR**

**I hold a qualification that is equivalent** to a listed qualification. ATTACH:

- a statement from a provider of a listed qualification for the relevant category of accreditation, verifying that your qualification is equivalent to their listed qualification
- a certified copy of your academic transcript and testamur/ qualification/ course completion letter.

**OR**

**I was enrolled on 1 March 2010** in a course that leads to a qualification specified in part 1, schedule 3 and have successfully completed the course. ATTACH:

- a certified copy of your academic transcript and testamur/ qualification/ course completion letter
- a 'performance criteria' report (template at [bpb.nsw.gov.au](http://bpb.nsw.gov.au)).

*Note: you must hold a qualification recognised in the Accreditation Scheme, or an equivalent qualification. The Board may contact any educational institution or professional association to verify your qualifications and training.*

## 6. Qualifications: A4

This section is for A4 applicants only.

- **A4 applicants:** complete this section and then go to section 9.
- A1-A3 applicants go to section 9.
- C1-C16 applicants: go to section 7.
- B1 and D1 applicants: go to section 8.

**A4 applicants:** tick ONE box only to show which accreditation pathway you are applying under:

- Pathway 1 – qualified
- Pathway 2 – student or qualified builder
- Pathway 3 – builder’s qualification
- Pathway 4 – pre-purchase qualification
- Pathway 5 – experience only: go to section 9.

**I am applying under Pathways 1-4 and hold the following qualification/s:**

Qualification	Graduation date	Institution

ATTACH:

- a certified copy of your academic transcript and testamur/ qualification (or course completion letter if you haven’t yet graduated)
- Pathway 2, students only: evidence of your current enrolment in a relevant course.

**Pathway 2 student applicants:** your supervisor must complete the ‘verification of supervision’ on the next page.

*Note: the Board may contact any educational institution or professional association to verify your qualifications and training.*

## Verification of supervision: A4 (Pathway 2)

This page is for A4 student applicants (Pathway 2) only.

**!** Ask your supervisor to fill out this page.

I (**supervisor's** name) \_\_\_\_\_ am an accredited certifier in:

Category A1

Category A2

Category A3

I am employed by \_\_\_\_\_

as a \_\_\_\_\_.

and I advise that if (**applicant's** name) \_\_\_\_\_ is accredited in category A4 I will supervise him or her carrying out carrying out critical stage inspections (except for the final inspection before the issue of an occupation certificate which must be carried out by the PCA) for class 1 and class 10 buildings that comply with the deemed – to – satisfy provisions of the Building Code of Australia.

Supervisor's signature	
Date	



## 7. NER or BOSSI registration: C1-C16

This section is for C1-C16 applicants only.

- B1 and D1 applicants: go to section 8.
- A1-A4 applicants: go to section 9.

**C1-C16 (except C5) applicants:** I am registered in the occupational category of professional engineer in the relevant general area of practice on the NER as listed below.

- Yes – provide details in the table below.
- No – go to section 8

**C5 applicants:** I am registered as a land surveyor with BOSSI (Board of Surveying and Spatial Information) – provide details in the table below. *C5 applicants MUST have this registration.*

Registration	Registration no.	Date of registration

**ATTACH** a certified copy of your NER certificate or evidence of BOSSI registration, then **go to section 10.**

Relevant NER or BOSSI registration for each category of accreditation	
C1: civil engineering (NER)	C9: mechanical engineering (NER)
C2: civil engineering (NER)	C10: fire safety engineering (NER)
C3: civil engineering (NER)	C11: building services engineering (NER)
C4: civil engineering (NER)	C12: civil engineering (NER)
C5: land surveyor (BOSSI)	C13: building services engineering (NER)
C6: civil engineering (NER)	C14: building services engineering (NER)
C7: structural engineering (NER)	C15: civil engineering (NER)
C8: electrical engineering (NER)	C16: civil engineering (NER)

## 8. Qualifications and criteria: B1, C1-C16 and D1

This section is for all B1 and D1 applicants, as well as for C1-C16 applicants who do not have NER registration. A1-A4 applicants: go to section 9.

### Speciality performance criteria & qualifications

ATTACH a 'performance criteria' report.

*The 'performance criteria report' template is at [bpb.nsw.gov.au](http://bpb.nsw.gov.au). Specialty performance criteria and recognised qualifications/ registrations are listed in schedule 2 of the Accreditation Scheme.*

**I hold the following qualification/s** listed in schedule 3, part 1 of the Accreditation Scheme:

Qualification	Graduation date	Institution

**OR**

**I hold a qualification that is equivalent** to a listed qualification. ATTACH a statement from a provider of a listed qualification for the relevant category of accreditation, verifying that your qualification is equivalent to their listed qualification.

ATTACH:

- a certified copy of your academic transcript and testamur/ qualification (or course completion letter if you haven't yet graduated)
- a statement from a provider of a listed qualification for the relevant category of accreditation, verifying that your qualification is equivalent to their listed qualification.

*Note: the Board may contact any educational institution or professional association to verify your qualifications and training.*

## 9. Experience

All applicants complete this section EXCEPT:

- A4 (Pathway 1 or 2) applicants: go to section 10.
- C1-C16 applicants with NER or BOSSI registration: go to section 10.

### Resume

ATTACH your resume – visit [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to download a template.

### List of projects

ATTACH a list of projects you have worked on over the past 3-5 years to demonstrate your experience. Include a brief description, your role, start and end dates, and your supervisor's name. This information needs to be verified in writing by a referee or supervisor.

**A1-A3 applicants:** your list of projects must include the information specified in the Experience Guide – visit [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) and navigate to 'Become a certifier' > 'Apply for accreditation' to download an Experience Guide for category A1, A2 or A3.

### Experience report

ATTACH a report of your experience on six complex or significant projects. Provide a narrative describing your work to demonstrate the breadth and extent of your experience.

- Each of the six projects should be included in your list of projects.
- Each of the six projects should be verified in writing by a referee who is accredited in the category that you're applying for.
- **Don't attach lengthy reports** such as BCA assessment reports or fire engineering reports. These will not be read.
- **A1-A3 applicants:** your reports must include the information specified in the Experience Guide – visit [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) and navigate to 'Become a certifier' > 'Apply for accreditation' to download an Experience Guide – available for categories A1, A2 and A3.

### Referee statements

ATTACH written statements from at least three referees, using the **required** template available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au).

Your referees should be able to verify the information in your list of projects and experience report. Two referees should be certifiers currently accredited in the category you are applying for. The third should be an independent professional outside your company, such as an architect who worked on a building project with you.

Name of referee (at least three)	Work ph.

## 10. 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.

Answer 'yes' or 'no' to each of the questions below. You must answer each question.

**If you answer 'yes' to any of these questions**, please attach a separate sheet, providing details and reasons why the Board should not refuse your application. You are not required to disclose an **excluded driving offence** or a **spent conviction**.

**If you have never been an accredited certifier** in NSW or the holder of an equivalent authorisation, questions 1, 6, 13, 14, 15, 18, 19 and 20 will not apply to you, so answer 'no' to those questions.

Words in **bold** are defined in the Interpretation section which follows question 20.

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 person as an accredited certifier or the holder of an **equivalent authorisation**?  
 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 the functions or obligations of a person as an accredited certifier or the holder of an **equivalent authorisation**?  
 Yes       No
3. Have you ever contravened a law (whether or not a New South Wales law) that involves fraud or dishonesty?  
 Yes       No
4. Are you an undischarged bankrupt?  
 Yes       No
5. Have you ever represented yourself as being an accredited certifier when you were not an accredited certifier?  
 Yes       No
6. 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
7. Are you a **mentally incapacitated person**?  
 Yes       No
8. 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
9. Are you aware of any criminal proceedings that have been commenced against you and which have not yet been finalised?  
 Yes       No
10. Are you aware of any complaint being made, or any investigation being conducted, under the *Ombudsman Act 1974* or the *Independent Commission Against Corruption Act 1988* which relates to your conduct?  
 Yes       No

11. Have you been found by a court, a tribunal or the Board to have breached the **planning legislation**?  
 Yes     No
12. 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
13. 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
14. Have you been involved as a party in any civil litigation that involved your functions as an accredited certifier?  
 Yes     No
15. 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
16. Have you ever been disqualified under Part 2D.6 of the *Corporations Act 2001* (C'wth) from managing corporations?  
 Yes     No
17. Have you ever been a director of a corporation that has been wound up?  
 Yes     No
18. Do you currently hold an **equivalent authorisation** that has been the subject of a disciplinary action, proceedings or determination (including any investigations or actions that might lead to a disciplinary action, proceeding or determination)?  
 Yes     No
19. Have you ever had an accreditation by the Board or an **equivalent authorisation** suspended or cancelled (other than at your request) under the law of NSW or another State or Territory?  
 Yes     No
20. 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 another State or Territory?  
 Yes     No

### Interpretation

**Equivalent authorisation** means a 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*), other than an offence: (a) that carries a term of imprisonment as a maximum penalty, or (b) that involves an element of fraud or dishonesty.

**Spent convictions.** 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 have a conviction which may be spent, you should consult the *Criminal Records Act 1991* or seek legal advice before completing this declaration.

**Planning legislation** means the following Acts and any regulation made under those Acts: *Environmental Planning and Assessment Act 1979*; *Strata Schemes (Freehold Development) Act 1973*; *Strata Schemes (Leasehold Development) Act 1986*; *Protection of the Environment Operations Act 1997*; *Building Professionals Act 2005*.

## 11. Professional indemnity insurance

ATTACH a 'certificate of currency' issued by your insurance provider (instructions below).

I haven't yet purchased professional indemnity insurance and will do so when my application is assessed by the Board.

You can send in your application before you purchase insurance, but the Board **won't** issue a certificate of accreditation until it receives evidence of your insurance. You **can't** work as a certifier until you receive your certificate of accreditation.

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).

If you're a contractor working for a company, you must have your own insurance.

### Instructions for APPLICANTS

1. Give the following instructions to your insurance provider.
2. **Carefully check the certificate you receive** from your insurer has all the required details and is issued on the insurance company's letterhead.

### Instructions for INSURANCE PROVIDERS

Issue a certificate of currency on the insurance company's letterhead. The certificate **must** have **all** the following details:

- insurance company name
- confirmation that the insurance is professional indemnity insurance and covers statutory liability for accredited certifiers
- policy number
- name of the insured
- whether the policy is for an individual, company, or partnership
- policy start and end dates
- retroactive date
- two limits of indemnity:
  - a limit for any one claim, specifying whether it is inclusive/ exclusive of relevant expenses, and
  - a limit in respect of all claims made in any one year, specifying whether it is inclusive/ exclusive of relevant expenses
- the professions that the policy covers, **and**
- confirmation that the insurance has been issued.

**For company or partnership** contracts the certificate of currency must also include:

- how many accredited certifiers are directors/ partners or employees, as at the date on which the policy was issued, **or**
- if the policy is the fourth or subsequent policy issued, whether by the same or another insurer, the average number of certifiers who have been directors/ partners or employees, as at the date on which the policy was issued.

*The Building Professionals Regulation 2007 defines **statutory liability** for accredited certifiers in clause 9 and **relevant expenses** in clause 14(5)(c).*



## 13. Accreditation fee

All applicants

! Your application will only be processed if you pay the accreditation fee:

- \$1,500 for A1-A4 and B1 categories (or a combination of these categories)
- OR
- \$750 for C1-C16 and D1 categories (or a combination of these categories)

### Payment option 1. Visa or MasterCard

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

**NOTE:** You may instead provide your credit card details over the phone by calling (02) 8522 7800.

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

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

Notes:

- If you apply for multiple categories of accreditation, you don't have to pay extra for each category.
- 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's ABN is 57 391 058 258.
- A tax invoice is available on request via email: [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)
- We no longer accept payment by cheque.

## Email your completed application form

Email: [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

The Board may ask you to provide more information, attend an interview or undertake an exam. You will be contacted in writing when your application has been assessed.

You may instead post your form to PO Box 3720, Parramatta NSW 2124, but email submission will help the Board process your application more quickly.