

# Application for body corporate (company) accreditation

An accredited body corporate is a company that employs a number of certifiers, each accredited by the Building Professionals Board. Certification work is carried out by individual certifiers on behalf of the company, but within the authorisation of each certifier’s individual accreditation.

Do **not** use this form to apply for accreditation as an individual certifier, whether or not you intend to work for a company – go to [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to download the right form for you.

To be accredited, a company must:

- have at least one director/ manager who is an accredited certifier
- have as directors or employees at least two other people who are accredited certifiers
- hold professional indemnity insurance
- demonstrate that all directors/ managers are ‘fit and proper persons’, whether or not accredited by the Board.

Read more about the [obligations of an accredited body corporate](http://www.bpb.nsw.gov.au) at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)

### How to complete this form

- Use BLOCK LETTERS and cross or tick the appropriate boxes (☐)
- Ensure all information is complete and legible and attach all required documents (checklist on page 6)

Scan and email your completed form to [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

Enquiries: (02) 8522 7800 or [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

✓	Checklist: have you...?	Where?
	Had all attached documents certified by a Justice of the Peace or a Notary Public	All sections
	Attached certified copies of relevant driver’s licences (front and back)	Section 1
	Attached certified copies of registration documents for other states (if any)	Sections 2 and 4
	Attached an organisational chart with names, positions and reporting lines of everyone involved in managing the company.	Section 4
	Attached details if answering yes to any question in the ‘suitability of the company and its managers’ section	Section 5
	Attached a separate ‘fit and proper person’ declaration for each person involved in managing the company	Section 5
	Attached a certificate of currency for the company’s professional indemnity insurance, issued by the insurer on the insurance company letterhead	Section 6
	Completed the general declaration	Section 7
	Paid the application fee (GST free) by providing credit card details or EFT remittance advice	Section 8

Office use only: received

Our reference:

# 1. Company's and directors' details

## Company name, ACN and ABN

Company name		ACN	
Trading name		ABN (if applicable)	

## Business address

Business name					
Office email					
Unit/Street no.		Street			
Suburb		State		Postcode	
PO Box		State		Postcode	

## Director's details – at least one director must be an accredited certifier.

Director's name			
Accreditation no.		Work ph.	
Mobile ph.		Email	
Director's name			
Accreditation no. (if applicable)		Work ph.	
Mobile ph.		Email	

**Attach** a separate page giving the above details for each additional director who is an accredited certifier, if any.

**Attach** a certified copy of each director's driver's licence (front **and** back), or other photo ID (e.g. a passport) to prove their identity and current home address.

## 2. Current registration in other States

Does the company hold, or has it ever held, a registration issued by a regulatory or accrediting authority in another State or Territory for a similar occupation?

Yes

No

State/Territory		Registration authority	
Type of registration		Registration number	
Date registered		Date of expiry	

**Attach** a document that shows the current registration and any special conditions that apply to the registration (if any).

Has this registration ever been suspended or cancelled, other than at the company's request?

Yes

No

If so, why?

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## 3. Employee's details – accredited certifiers

At least two accredited certifiers must be employed by the company, in addition to the accredited certifier director.

Certifier's name			
Accreditation no.		Signature	
Director's name			
Accreditation no.		Signature	

**Attach** a separate page giving the above details for each additional certifier, if any.

## 4. Others involved in managing the company

The Building Professionals Act puts certain obligations on anyone involved in managing an accredited body corporate.

**Attach** an organisational chart or similar document with names, positions and reporting lines of everyone involved in managing the company.

Do any of these people currently held, or have they ever held, a registration issued by a regulatory or accrediting authority in another State or Territory for a similar occupation?

Yes

No

Name			
State/Territory		Registration authority	
Type of registration		Registration number	
Date registered		Date of expiry	
Name			
State/Territory		Registration authority	
Type of registration		Registration number	
Date registered		Date of expiry	

**Attach** a document that shows the current registration and any special conditions that apply to the registration (if any).

## 5. Suitability of the company and its managers

**You must answer each question** below. If you answer yes to any question, **attach** details on a separate page.

<b>Suitability of the body corporate</b>	
<p>1. Has the body corporate ever contravened a law (whether or not in NSW and whether or not the contravention is an offence) that relates to the functions or obligations of the body corporate as an accredited certifier or the holder of an equivalent authorisation, or that involves fraud or dishonesty?</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>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)</p>

<p><b>2.</b> Has the body corporate 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 NSW law) that relates to the functions or obligations of a person as an accredited certifier or the holder of an equivalent authorisation?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
<p><b>3.</b> Is the body corporate the subject of a winding up order or has a controller or administrator been appointed in respect of it?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach certified copy of relevant document)
<p><b>4.</b> Has the body corporate ever represented itself as being an accredited certifier when it was not an accredited certifier?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
<p><b>5.</b> Have two or more of the accredited certifier directors of the body corporate, or employees who are accredited certifiers, ever together held positions or been employed in another body corporate that has previously had its application for the issue or renewal of corporate accreditation refused or certificate cancelled?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)

## Suitability of those involved in managing the company

**Attach** a completed 'fit and proper person' declaration for each person involved in managing the company who is not an accredited certifier. The declaration is on the last two pages on this form. Accredited certifiers don't need to complete the declaration.

## 6. Professional indemnity insurance

Your application may be refused if the Board is not satisfied that the company is properly covered by professional indemnity insurance as required by the *Building Professionals Act 2005*.

- How many accredited certifiers are directors or employees of the company as at the date on which the policy was issued: \_\_\_\_\_

or

- If the policy is the fourth or subsequent policy issued to the company, whether by the same or another insurer, what is the average number of accredited certifiers who have been directors or employees of the company during the previous three years: \_\_\_\_\_

**Attach an original certificate of currency or a certified copy of a certificate of currency.** The certificate must include, at minimum, the information listed on the next page.

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).

## Certificate of currency requirements

### Avoid delays in processing your application:

- Don't fill out this page yourself.
- Give a copy of this page to your insurance broker. Ensure that your broker provides a certificate of currency with all the required information and on the insurance company letterhead.

Name of insurer:	_____
Policy number:	_____
Name of the insured:	_____
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: _____

## 7. General declaration

I/we do solemnly and sincerely declare that:

- The particulars in this application and accompanying documents are true and correct.
- I/we will maintain the required fully compliant professional indemnity insurance during any period of accreditation and provide evidence of this insurance to the Board upon request.
- I/we will notify the Board in writing within seven days of any change in circumstance that may be relevant to the company's accreditation, as required by section 61 of the *Building Professionals Act 2005*.
- I/we are aware of and understand my/our and the company's statutory responsibilities under the *Environmental Planning and Assessment Act 1979*, the *Building Professionals Act 2005* and the regulations under those Acts.

I/we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900*.

**Each accredited certifier director must sign below.**

<b>Director 1.</b> Name			
Signature		Date	
Witness' name		Signature	
Signature		Date	
<b>Director 2.</b> Name			
Signature		Date	
Witness' name		Signature	
Signature		Date	

Notes:

- The Board or its officers or agents are not liable for any loss or damage that may arise by virtue of any documentation or information provided in relation to this application or pursuant to any inquiry made by the Board.
- Incorrect or misleading information may lead to the company's accreditation being cancelled.
- Under the *Crimes Act 1900*, the maximum penalty for giving false or misleading information is two years imprisonment and/or a \$22,000 fine.

## 8. Accreditation fee (GST free)

Your form will only be processed if you pay the \$1,500 accreditation fee.

### 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 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, include your name and the phrase 'corporate application'.</li><li>• Attach a copy of the remittance advice/ receipt. Your form cannot be processed without this information.</li></ul>			

Please note:

- we no longer accept payment by cheque
- the Building Professionals Board's ABN is 57 391 058 258.

## Email your completed form with all required attachments

Scan and send your completed form to [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

You may instead post your form to PO Box 972, Parramatta NSW 2124, but email submission will help the Board process your form more quickly.

The checklist on the first page of this form lists all required attachments.

You will be notified in writing when your form has been assessed. For more information, telephone (02) 8522 7800 or email [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

## Fit and proper person declaration – suitability of those involved in managing the company

Each person involved in managing the company must complete a separate declaration. Accredited certifiers don't need to complete this declaration.

Manager's name: \_\_\_\_\_

Answer each question and attach details on a separate page if you answer yes to any question. You are not required to disclose an **excluded driving offence** or a **spent conviction**.

Terms in **bold** are defined on the next page.

1. Have you ever contravened a law (whether or not in NSW 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 <b>equivalent authorisation</b> or that involves fraud or dishonesty?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
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 NSW law) that relates to the functions or obligations of a person as an accredited certifier or the holder of an <b>equivalent authorisation</b> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
3. Are you an undischarged bankrupt?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
4. Have you ever represented yourself as being an accredited certifier when you were not an accredited certifier?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
5. Are you a <b>mentally incapacitated person</b> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
6. Have you been found guilty of a criminal offence (other than an <b>excluded driving offence</b> ), whether or not in NSW and whether or not a conviction has been recorded?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
7. Are you aware of any criminal proceedings pending against you (other than for an <b>excluded driving offence</b> )?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
8. Have you been found by a court or tribunal to have breached the <b>planning legislation</b> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
9. Are there any proceedings pending before a court or tribunal in which it is alleged that you have breached the <b>planning legislation</b> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
10. Have you ever held accreditation as an accredited certifier in NSW or hold or have held an <b>equivalent authorisation</b> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
<b>If no to question 10, skip the remaining questions</b>	
11. Have you had a disciplinary finding made against you under the <i>Building Professionals Act 2005</i> or the <i>Environmental Planning and Assessment Act 1979</i> that resulted in the suspension or cancellation of your certificate of accreditation?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
12. Have any claims been made against any insurance policy required to be held by you as an accredited certifier under the <i>Environmental Planning and Assessment Act 1979</i> or the <i>Building Professionals Act 2005</i> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
13. Have you been involved in any civil litigation that involved your functions as an accredited certifier in the past 12 months?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
14. Have you been subject to any disciplinary action, proceedings or determination in the past 12 months, including any investigations or	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)

actions that might lead to a disciplinary action, proceeding or determination?	
<b>15.</b> Have you had an <b>equivalent authorisation</b> suspended or cancelled (other than at your request) under the law of another jurisdiction?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)
<b>16.</b> Do you hold an <b>equivalent authorisation</b> that is subject to conditions imposed as a result of any criminal, civil or disciplinary proceedings under the law of another jurisdiction?	<input type="checkbox"/> No <input type="checkbox"/> Yes (attach details)

Manager's signature		Date	
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**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.** You are 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*.