



# BPB

# Building Professionals Board

Form

## ***Building Professionals Act 2005***

### **Renewal application for accreditation – body corporate**

#### **Who should use this form?**

Bodies corporate that seek to renew their accreditation as an accredited body corporate with the Board (for the first time or whose accreditation has expired or otherwise been withdrawn) should complete this form.

#### **How to complete the form**

- Complete the application form using BLOCK LETTERS and, where required, write clear crosses in the appropriate boxes (☐).
- Please ensure the information in the application is complete, that all of the required documentation is included and that the application is legible. Incomplete or illegible applications will be returned.
- Each page, and the bottom of any attached additional pages, must be signed and dated by each director of the applicant body corporate who is an accredited certifier and section 5 of the form must be signed or initialled by each accredited certifier whose name has been provided in that section.

#### **Supporting documentation**

- The form sets out the information that must be provided and the documents to attach, to support the application. Any additional forms that need to be completed and attached are available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au). Additional pages can be attached where necessary.
- If any of the supporting documents are not in English, please provide a certified copy of translated versions of those documents, in addition to certified copies of the original documents.
- Where the Board is not satisfied the body corporate has met the criteria for accreditation, the Board can require the body corporate to provide further written information.

#### **Inquiries about the application**

Any inquiries about the application can be directed to an accreditation officer on 02 9895 5950.

#### **Notice of the Board's decision**

The Board will notify the body corporate in writing of its decision on the application.

#### **Where to send the application**

Please send the completed application to:

The Director  
Building Professionals Board  
PO Box 3720  
PARRAMATTA NSW 2124

The original of the application must be provided; please do not email or fax your application.

Office use only  
Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. APPLICANT'S DETAILS****Company name, ACN and ABN**

Company name	
Trading name	
ACN	
ABN (if applicable)	

**Business address/details**

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

**Address for correspondence (select one)**

Business	<input type="checkbox"/>	PO Box	<input type="checkbox"/>
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**Contact details**

Director's name	( )	Bus. tel.	( )
Mobile		Fax	( )
Email			
Director's name	( )	Bus. tel.	( )
Mobile		Fax	( )
Email			

**2. ACCREDITED CERTIFIER DIRECTOR'S DETAILS**

To be accredited, a body corporate must have at least one director who is an accredited certifier.

Please provide the following information for each director of the body corporate who is an accredited certifier:

Title		Given names		
Surname				
Current accreditation no.			Date the accreditation expires	
Title		Given names		
Surname				
Current accreditation no.			Date the accreditation expires	

If the body corporate has more than two directors who are accredited certifiers, please attach a separate page setting out the above details for each additional director.

Director's signature \_\_\_\_\_  
 Director's signature \_\_\_\_\_  
 Director's signature \_\_\_\_\_

Date / /  
 Date / /  
 Date / /

**3. ACCREDITATION SOUGHT**

- The directors named above apply on behalf of the body corporate, under section 5 of the *Building Professionals Act 2005*, for a certificate of corporate accreditation.

**4. CURRENT/PREVIOUS ACCREDITATION AND/OR REGISTRATION**

Does the body corporate 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

If yes, please provide the following information:

State/Territory of registration		Registration authority	
Type of registration		Registration no.	
Date the body corporate was registered		Date the registration expires or expired	

Has any previous registration of the body corporate been suspended or cancelled (otherwise than at the body corporate's request)?  Yes  No

If so, please give reasons for that suspension / cancellation:

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**5. ACCREDITED CERTIFIER EMPLOYEES**

Section 5A(1)(a) of the *Building Professionals Act 2005* enables a body corporate that has at least one director who is an accredited certifier and has as directors or employs at least two other persons who are accredited certifiers, to be accredited by the Board.

Please provide the following details of all accredited certifiers employed by the body corporate (other than as directors):

Title		Given names	
Surname			
Current accreditation no.		Date the accreditation expires	
Title		Given names	
Surname			
Current accreditation no.		Date the accreditation expires	

Each accredited certifier whose name appears in this section must sign or initial next to their details to ensure they are aware that this information is being provided to the Board in relation to the application.

Director's signature \_\_\_\_\_  
 Director's signature \_\_\_\_\_  
 Director's signature \_\_\_\_\_

Date / /  
 Date / /  
 Date / /

If the body corporate employs more than two accredited certifiers (other than as directors), please attach a separate page setting out the above details for each additional accredited certifier employee.

**6. PERSONS CONCERNED IN THE MANAGEMENT OF THE BODY CORPORATE**

The Act places certain obligations on the persons concerned in the management of an accredited body corporate.

Please list all directors and persons employed in the body corporate that are concerned in the management of the organisation (other than directors who are accredited certifiers):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach additional pages if necessary.

Please **attach** an organisational chart or similar document of the body corporate that shows the names, positions and reporting lines of each person who is concerned in the management of the body corporate (including all directors).

Have any of these persons ever been accredited in NSW or elsewhere as an accredited certifier or in a similar occupation?       Yes       No

If yes, please provide the following information in relation to each of these persons (attach additional pages if necessary):

Name			
State/Territory of registration		Registration authority	
Type of registration		Registration no.	
Date of registration		Date the registration expires or expired	

Has any previous accreditation of this person been suspended or cancelled (otherwise that at their own request)?       Yes       No

If so, please give reasons for that suspension / cancellation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director's signature \_\_\_\_\_  
 Director's signature \_\_\_\_\_  
 Director's signature \_\_\_\_\_

Date / /  
 Date / /  
 Date / /

**7. SUITABILITY OF THE BODY CORPORATE AND MANAGEMENT**

Under section 7(1A) of the *Building Professionals Act 2005*, an application for accreditation can be refused on certain grounds, including where the Board is not satisfied the director, or a person concerned in the management, of the body corporate is a fit and proper person.

**Suitability of the body corporate**

Has the body corporate ever contravened a law (whether or not a NSW law 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?

Yes  No

Has the body corporate failed to comply with a statutory or other duty, or a contractual obligation, imposed on the body corporate 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?

Yes  No

Is the body corporate the subject of a winding up order or has a controller or administrator been appointed in respect of it?

Yes  No

If yes, please **attach** a certified copy of the relevant order or other documentation that relates to the relevant appointment.

Has the body corporate ever represented itself as being an accredited certifier when it was not an accredited certifier?

Yes  No

Have two or more of the proposed accredited certifier directors of the body corporate, or employees who are accredited certifiers of the body corporate, ever together held positions in 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?

Yes  No

**Suitability of persons concerned in the management of the body corporate**

Please **attach** a completed *Fit and proper person declaration – managers of body corporate* [Form 9] (available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)) for each person who is concerned in the management of the body corporate and who is not an accredited certifier, for the Board to make an assessment under section 7(1A). Persons who are accredited certifiers do not need to complete Form 9 for the purposes of this application.

**8. PROFESSIONAL INDEMNITY INSURANCE**

Name of the body corporate's professional indemnity insurer \_\_\_\_\_

Contract identification number \_\_\_\_\_

Period of insurance contract \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Amount of cover \$ \_\_\_\_\_

Please **attach** a certified copy of a certificate of currency, or insurance contract, which includes the following information:

- the identifying number of the insurance 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,

Director's signature \_\_\_\_\_

Date / /

Director's signature \_\_\_\_\_

Date / /

Director's signature \_\_\_\_\_

Date / /

- 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, and
- the number of accredited certifiers who are directors or employees of the company as at the date on which the contract was issued: \_\_\_\_\_

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

*Note: An insurance contract must be held by an accredited body corporate that satisfies section 63 of the Act and Part 4 of the Building Professionals Regulation 2007.*

## 9. GENERAL DECLARATION

I/We acknowledge and agree that:

- I/We will provide any information, documents or assistance required by the Board to assess the application,
- I/We have made myself/ourselves aware of, and understand, my/our and the body corporate's statutory responsibilities under the *Environmental Planning and Assessment Act 1979*, the *Environmental Planning and Assessment Regulation 2000*, the *Building Professionals Act 2005* and the *Building Professional Regulation 2007*,
- The Board may provide any information to any relevant authority about me/us as may be required by law,
- I/We will maintain the required professional indemnity insurance during any period of accreditation granted by the Board and I/we will provide evidence of this insurance to the Board,
- 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, and
- I/We will advise the Board immediately of any change in circumstance that may be relevant to the accreditation of the body corporate including as required by section 61 of the *Building Professionals Act 2005*.

I/We solemnly and sincerely declare that:

- The particulars contained in this application and accompanying statements are true and correct.

I/We acknowledge that:

- Under section 307A of the *Crimes Act 1900*, I/we can be found guilty of an offence if I/we make a false or misleading statement in this application and the penalty for making a false or misleading statement is two years' imprisonment and/or a fine of \$22,000, and
- Under section 8(2A)(a) of the *Building Professionals Act 2005*, the Board may suspend or cancel the body corporate's certificate of corporate accreditation if it has been issued on the basis of a misrepresentation made by the body corporate, or a person concerned in the management of the body corporate, whether or not made knowingly.

Director's signature \_\_\_\_\_

Date / /

Director's signature \_\_\_\_\_

Date / /

Director's signature \_\_\_\_\_

Date / /

**10. SIGNATURES**

Each accredited certifier director of the body corporate must sign the application.

Accredited certifier director's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: / /

Accredited certifier director's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: / /

Witness' signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: / /

The application must also be signed by an officer of the body corporate and sealed (if required), in accordance with the constitution / rules of the body corporate, who is authorised to sign and seal the application on behalf of the body corporate.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: / /

Position: \_\_\_\_\_

Witness' signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: / /

**11. FEE**

Please **include** the accreditation fee of \$1500 with the application:

The fee can be paid by one of the following methods:

- cheque or money order (made payable to the Building Professionals Board)
- Mastercard or Visa card – please contact the BPB on 02 9895 5950 to arrange payment.

*NB: If the application is refused, your application fee will not be refunded. If the application is withdrawn before it is determined, part of the application fee may be refunded.*

**12. CHECKLIST**

Please **identify** the information attached to support this application. Where a certified copy of a supporting document is provided, the copy must be certified by a Justice of the Peace.

- Organisational chart or similar document of the body corporate.
- Fit and proper person declaration* [Form 9] for each person concerned in the management of the body corporate (other than directors who are accredited certifiers).
- Certified copy of a certificate of currency or insurance contract.
- Application fee.
- Other – please list any other information attached to support the application:

\_\_\_\_\_  
\_\_\_\_\_

Director's signature \_\_\_\_\_

Date / /

Director's signature \_\_\_\_\_

Date / /

Director's signature \_\_\_\_\_

Date / /