



# Application & Assessment Guidelines

## Category A1 - Accredited Certifier – Building Surveying Grade 1

### *(The A1 Guidelines)*

#### Purpose of the Guidelines

The purpose of the Guidelines is to assist A1 applicants in completing applications for accreditation and councils in making Recommendations for Category A1 accreditation. For further assistance, call the Hotline on **1300 001 619**.

#### 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
- Attachment 1 – Professional Indemnity insurance for contractors and Certificate of Currency pro-forma

### 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.

Note also that contractors must attach a certified copy of their Certificate of Currency for Professional Indemnity insurance to their Application Form. Attachment 1 of the Application Form sets out the detail required to be included in the Certificate of Currency and provides a Certificate of Currency pro-forma.

### Section B – Requirements for Accreditation

All applicants must have both the required qualification and experience as set out in Attachment 1 (*Authorities conferred and criteria to be met for A1 - Building Surveying Grade 1 Category of accreditation*).

### 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. All applicants must complete the Resume, as it will provide some of the information needed for council to determine whether the applicant has three years practical experience relevant to Category A1.
2. “Assessed applications” in the Resume are those assessments that have been carried out to determine the extent to which the proposed building work or an existing building complies with the BCA (excluding internal fit outs and alterations to existing buildings) for the following purposes:
  - Part 4A applications made under the *Environmental Planning and Assessment Act 1979*.
  - Building Certificate applications.
  - Development Applications.
  - Place of Public Entertainment (POPE)/Entertainment venue applications.
  - Building Applications made under the *Local Government Act 1993*.
3. Applicants are required to demonstrate experience in relation to assessing applications, but are not required to demonstrate experience in relation to approving applications or issuing certificates. This recognises the practice in some councils where officers may conduct assessments but do not necessarily have delegation to approve applications or issue certificates.

### Part 1 of the Resume – Work History

The purpose of this part is for applicants to demonstrate that they have three (3) years experience carrying out functions relevant to Category A1.

#### *Relevant Functions*

1. Functions generally considered to be relevant to Category A1 are:
  - (i) Assessment of Construction Certificate (CC) or Complying Development Certificate (CDC) applications in relation to all classes and sizes of buildings.
  - (ii) Carrying out of critical stage inspections or carrying out of inspections during construction in relation to all classes and sizes of buildings.
  - (iii) Assessment of Occupation Certificate (OC) applications in relation to all classes and sizes of buildings.
  - (iv) Assessment of Building Certificate applications in relation to all classes and sizes of buildings.
  - (v) Assessment of buildings proposed under a Development Application for compliance with the requirements of the BCA in relation to all classes and sizes of buildings.



- (vi) Assessment of Place of Public Entertainment (POPE)/Entertainment venue applications.
- (vii) Assessment of Building Applications made under the *Local Government Act* in relation to all classes and sizes of buildings.

#### *Equivalent Functions*

- 2. If however, an applicant has been employed in a building surveying type of position for three (3) years 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. Examples of equivalent functions relevant to Category A1 are set out in Attachment 2.
- 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 surveying type of position for three (3) years during which time they have carried out the relevant functions [items (i) to (vii) above] or equivalent relevant functions in relation to all classes and sizes of buildings, council can be satisfied that the requirements of Part 1 have been met.

#### Parts 2 to 4 of the Resume

The purpose of Parts 2 to 4 of the Resume is to demonstrate sufficient practical experience relevant to Category A1.

Note: Applicants who are currently accredited and who are seeking to be accredited in a higher Category, are to submit a list of projects that verify the experience claimed in answer to 2, 3 and 4 below.

The list should provide the following information for each project: the address, the building classification, a description of the building work, an estimated cost of construction, and the applicant's roles and responsibilities, including a statement indicating whether the applicant assessed the work and/or issued the relevant certificate.

#### *Sufficient Practical Experience Relevant to Category A1*

- 1. The purpose of the questions in Parts 2 to 4 of the Resume is to demonstrate sufficient practical experience relevant to Category A1 in the assessment of and inspection of all sizes and classes of buildings.

#### *Sufficient Equivalent Practical Experience Relevant to Category A1*

- 2. An applicant who answers **No** to any of the questions in Parts 2, 3 and 4 of the Resume can attach additional details demonstrating equivalent work experience.
- 3. Examples of alternative practical experience relevant to Category A1 are provided in Attachment 3.



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 Parts 2, 3 and 4. Any written information provided by the applicant is to be attached to the Resume.

*Recommending A1 Unconditional*

5. If the Council is satisfied that the applicant has demonstrated sufficient practical experience relevant to Category A1 by answering **Yes** to the questions in Parts 2 to 4 and/or by demonstrating sufficient equivalent practical experience relevant to Category A1, it is appropriate for council to recommend accreditation Category A1 (Unconditional), provided the council is also satisfied that the requirements of Part 1 have been satisfied.

*Recommending A1 Subject to Conditions*

6. When an applicant answers **No** to a question and is unable to demonstrate equivalent experience it is appropriate for council to consider recommending the applicant be accredited in Category A1 subject to one of the following conditions:
- ▣ **A1 (Conditional 1a):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to buildings including existing buildings that incorporate Alternative Solutions relating to fire safety.
  - ▣ **A1 (Conditional 1b):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to class 2 to 9 buildings including existing buildings that incorporate Alternative Solutions relating to fire safety.
  - ▣ **A1 (Conditional 2a):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to buildings including existing buildings that incorporate Alternative Solutions to the Deemed-to-Satisfy Provisions of the Building Code of Australia.
  - ▣ **A1 (Conditional 2b):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to class 2 to 9 buildings including existing buildings that incorporate Alternative Solutions to the Deemed-to-Satisfy Provisions of the Building Code of Australia.
  - ▣ **A1 (Conditional 3):** The applicant must not carry out certification work as defined by section 3 of the *Building Professionals Act 2005* in relation to Class 2 to 9 buildings having a rise in storeys of more than three).
7. Examples of when it may be appropriate for the council to recommend accreditation in Category A1 subject to one of the abovementioned conditions (- **provided that council is also satisfied that the requirements of Part 1 have been satisfied** -) are provided in the following table:



*Examples of when it is Appropriate to recommend Category A1 Conditional*

<i>Applicants Answers</i>	<i>Suggested Recommendation</i>
An applicant answers <b>No</b> to 3(a) ( <i>I have assessed applications for Class 2 to 9 buildings for at least four [4] Alternative Solutions involving a fire safety requirement</i> ) and No to 3(c) ( <i>I have assessed applications for class 2 to 9 buildings for at least two applications where I liaised with the NSW Fire Brigade or the NSW Rural Fire Service</i> ) and has not demonstrated equivalent experience but has answered <b>Yes</b> to everything else.	It is appropriate for council to recommend accreditation in the A1 (Conditional 1a) Category.  However if an applicant is able to demonstrate experience in the assessment of alternative solutions relating to fire safety for class 1 and 10 buildings only it is appropriate for council to recommend accreditation in category A1 (Conditional 1b).
An applicant answers <b>No</b> to 3(a) ( <i>I have assessed applications for class 2 to 9 buildings for at least four [4] Alternative Solutions involving a fire safety requirement</i> ) and 3b ( <i>I have assessed applications for class 2 to 9 buildings for at least two [2] Alternative Solutions not involving a fire safety requirement</i> ) and No to 3(c) ( <i>I have assessed applications for class 2 to 9 buildings for at least two applications where I liaised with the NSW Fire Brigade or the NSW Rural Fire Service</i> ) and has not demonstrated equivalent experience but has answered <b>Yes</b> to all other questions.	It is appropriate for council to recommend accreditation in the A1 (Conditional 2a) Category.  However if an applicant is able to demonstrate experience in the assessment of alternative solutions for class 1 and 10 buildings it is appropriate for council to recommend accreditation in category A1 (Conditional 2b).
An applicant answers <b>Yes</b> to everything except for 2(d) ( <i>I have assessed applications for class 2 to 9 buildings for at least three (3) buildings having a rise in storeys of more than three [3]</i> ) and has not demonstrated equivalent experience.	It is appropriate for council to recommend accreditation in the A1 (Conditional 3) Category.
An applicant answers <b>Yes</b> to everything except for 3(b) ( <i>I have assessed applications for class 2 to 9 buildings for at least two [2] Alternative Solutions not involving a fire safety requirement</i> ) and has not demonstrated equivalent experience.	It may be appropriate for council to recommend accreditation in the A1 (Unconditional) Category as the applicant has demonstrated sufficient experience in assessing Alternative Solutions involving fire safety.

Note: For the purposes of 3(c) “liaised with the NSW Fire Brigades” means having undertaken the functions under clauses 144 and 152 of the Environmental Planning and Assessment Regulation 2000 or having been involved in consultations with the NSW Rural Fire Service under section 79BA(1)(b) of the *Environmental Planning and Assessment Act 1979*.



## Section E – Certificate of Accreditation applied for

1. Applicants complete Section E after reading Section D (above) of the A1 Guidelines and completing the Resume.
2. An application must be consistent with council's Recommendation. For example:
 

An applicant applies for A1 (Unconditional) and submits it to council for assessment. Council determines that it will recommend the applicant for A1 (Conditional 1). The applicant must then revise his or her Application by amending the Category applied for to A1 (Conditional 1) and resubmit the Application to council for consideration.
3. In Section E, applicants select the Category of accreditation applied for from the list below.

### **☐ A1 (Unconditional)**

**☐ A1 (Conditional 1a):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to buildings including existing buildings that incorporate Alternative Solutions relating to fire safety.

**☐ A1 (Conditional 1b):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to class 2 to 9 buildings including existing buildings that incorporate Alternative Solutions relating to fire safety.

**☐ A1 (Conditional 2a):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to buildings including existing buildings that incorporate Alternative Solutions to the Deemed-to-Satisfy Provisions of the Building Code of Australia.

**☐ A1 (Conditional 2b):** The applicant must not carry out *certification work* as defined by section 3 of the *Building Professionals Act 2005* in relation to class 2 to 9 buildings including existing buildings that incorporate Alternative Solutions to the Deemed-to-Satisfy Provisions of the Building Code of Australia.

### **☐ A1 (Conditional 3):**

The applicant must not carry out certification work as defined by section 3 of the *Building Professionals Act 2005* in relation to class 2 to 9 buildings having a rise in storeys of more than three [3].

## 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.

For example, an applicant applies for A1 (Unconditional) and submits it to council for assessment. Council determines that it will recommend the applicant for A1 (Conditional 1). The applicant must then revise his or her application by amending the Category applied for to A1 (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 – Professional Indemnity insurance for contractors

Attachment 1 of the Application Form sets out the detail required to be included in the Certificate of Currency and provides a Certificate of Currency pro-forma.





# Attachment 1

## Authorities conferred and criteria to be met for Category A1 - Building Surveying Grade 1

A1 - Building Surveying Grade 1	
<i>Authorities Conferred</i>	<i>Criteria to be met for A1 Category of accreditation</i>
<ul style="list-style-type: none"> <li>• Issue of complying development certificates for building work or change of use, construction certificates and compliance certificates for building work and occupation certificates for buildings involving all classes and sizes of buildings under the BCA.</li> <li>• Carrying out of any inspections required under section 109E(3)(d) of the EP&amp;A Act.</li> <li>• Carrying out of inspections under clauses 129B and 143B of the EP&amp;A Regulation.</li> </ul>	<p><b>Experience:</b> Three (3) years practical experience relevant to this Category; <b>AND</b></p> <p><b>Qualifications:</b> One of the following:</p> <ul style="list-style-type: none"> <li>• An approved Specialty qualification listed in Part 1, Schedule 3 of the Building Professionals Board Accreditation Scheme for Categories A1, A2 and A3.</li> <li>• Bachelor of Applied Science (Environmental Health) from the University of Western Sydney subject to the applicant having successfully completed subjects BG201A, BG301A and BG302A.</li> <li>• Ordinance 4 certificate as a building surveyor or assistant building surveyor.</li> <li>• AIBS National accreditation.</li> <li>• BSAP accreditation (either National or NSW).</li> <li>• Bachelor or Masters degree in architecture from a university within the meaning of the <i>Higher Education Act 2001</i></li> <li>• Postgraduate qualification in building, construction or construction management from a university within the meaning of the <i>Higher Education Act 2001</i>.</li> <li>• Diploma in Building Surveying*.</li> </ul> <p>* Diploma of Building Surveying and all previous versions of this qualification offered by TAFE NSW (or equivalent) provided they included a Building Surveying component e.g.:</p> <ul style="list-style-type: none"> <li>• Diploma in Environmental Health and Building Surveying TAFE NSW</li> <li>• Associate Diploma Applied Science (Health and Building Surveying) TAFE NSW</li> <li>• Associate Diploma in Health and Building Surveying TAFE NSW</li> <li>• Associate Diploma in Health and Building Surveying</li> <li>• Building Surveying Qualification Certificate TAFE NSW</li> <li>• Building Inspection Qualification Certificate TAFE NSW</li> <li>• Certificate of Health and Building Surveying TAFE NSW</li> </ul>



## Attachment 2

### Part 1 of the Resume – Work History

Examples of equivalent functions relevant to Category A1 are:

- (i) Assessment of the fire safety of existing buildings to determine whether to issue Fire Safety Orders.
- (ii) Issuing of Fire Safety Orders on class 2 to 9 buildings issued either under section 121B of the *Environmental Planning and Assessment Act 1979* or under the *Local Government Act 1993*.
- (iii) Inspection and completion of Fire Safety Orders issued on class 2 to 9 buildings.
- (iv) Inspection of class 2 to 9 buildings where a complaint was investigated to confirm whether the building was constructed to the requirements of the Building Code of Australia.
- (v) Inspection of class 2 to 9 buildings to verify that adequate fire safety measures have been installed in the building or to audit the fire safety measures installed in such buildings for the purposes of verifying a fire safety schedule or annual fire safety statement for the building.
- (vi) Fire safety auditing of class 2 to 9 buildings.
- (vii) Peer/management review of Construction Certificate (CC) or Complying Development Certificate (CDC) applications for class 2 to 9 buildings.
- (viii) Peer/management review of the preparation for the issuing and completion of Fire Safety Orders for class 2 to 9 buildings.
- (ix) Peer/management review of fire safety audits undertaken for the purposes of verifying a fire safety schedule or annual fire safety statement, or to verify that adequate fire safety measures have been installed in buildings of class 2 to 9 building classification.
- (x) Peer/management review of the assessment of class 2 to 9 buildings for Building Certificate applications.
- (xi) Peer/management review of the assessment of class 2 to 9 buildings proposed under a Development Application, for compliance with the requirements of the BCA.
- (xii) Peer/management review of the assessment of class 9b buildings for Place of Public Entertainment (POPE)/Entertainment venue applications.
- (xiii) Peer/management review of the assessment of class 2 to 9 buildings for Building Applications made under the *Local Government Act 1993*.



## Attachment 3

### Parts 2 to 4 of the Resume

Examples of equivalent practical experience relevant to Category A1 are:

- (i) Experience gained in the assessment of fire safety of existing class 2 to 9 buildings having a rise in storeys greater than three (3) and/or a floor area greater than 2000 m<sup>2</sup> to determine whether to issue Fire Safety Orders.
- (ii) Experience gained in the issuing of Fire Safety Orders on class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or a floor area greater than 2000 m<sup>2</sup>, issued either under section 121B of the *Environmental Planning and Assessment Act 1979*, or under the *Local Government Act 1993*.
- (iii) Experience gained in the inspection and completion of Fire Safety Orders issued on class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (iv) Experience gained in the inspection of class 2 to 9 buildings having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>, where a complaint was investigated to confirm whether the building was constructed in keeping with the requirements of the Building Code of Australia.
- (v) Experience gained in the inspection of class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>, to verify that adequate fire safety measures have been installed in the building, or to audit the fire safety measures installed in such buildings for the purposes of verifying a fire safety schedule or annual fire safety statement for the building.
- (vi) Experience gained in the fire safety auditing of class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (vii) Experience gained in the peer/management review of Construction Certificate (CC) or Complying Development Certificate (CDC) applications for class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (viii) Experience gained in the peer/management review of the preparation for the issuing and completion of Fire Safety Orders for class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (ix) Experience gained in the peer/management review of fire safety audits undertaken for the purposes of verifying a fire safety schedule or annual fire safety statement, or to verify that adequate fire safety measures have been installed in class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (x) Experience gained in the peer/management review of class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup> that have been subject to a fire safety audit.



- (xi) Experience gained in the peer/management review of the assessment of class 2 to 9 buildings for Building Certificate applications for class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (xii) Experience gained in the peer/management review of the assessment of class 2 to 9 buildings proposed under a development application, for compliance with the requirements of the BCA for class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or buildings having a floor area greater than 2000 m<sup>2</sup>.
- (xiii) Experience gained in the peer/management review of the assessment of class 9b buildings for Place of Public Entertainment (POPE)/Entertainment venue applications having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.
- (xiv) Experience gained in the peer/management review of the assessment of class 2 to 9 buildings for Building Certificate applications made under the *Local Government Act* 1993 for class 2 to 9 buildings, having a rise in storeys greater than three (3) and/or having a floor area greater than 2000 m<sup>2</sup>.

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