

Building Services Board Policy

Fit and proper person (knowledge and ability) assessment criteria for initial registration of building surveying practitioner technicians

OBJECTIVE

The objective of this policy is to guide members of the Building Services Board (the Board) and Department of Local Government, Industry Regulation and Safety (LGIRS) staff in assessing applications for registration as a building surveying practitioner technician (BSP Technician) under the *Building Services (Registration) Act 2011* (WA) (BSR Act) and the Building Services (Registration) Regulations 2011 (BSR Regulations).

The policy provides:

1. a guideline to determine an applicant's **knowledge** and **ability** for registration as a BSP Technician, as part of the 'fit and proper person' assessment.
2. guidance for applicants to prepare an application that demonstrates they have the necessary **knowledge** and **ability** to carry out building surveying work prescribed for a registered BSP Technician.

This policy is for guidance only. It does not replace the discretion of the decision-maker (the Board). It will therefore be applied flexibly, with due consideration of the merits of each case.

SCOPE

This policy applies to applications made for **initial registration** as a BSP Technician under the **BSR Regulations r.28D(3) Set 1**.

This policy applies to **new applications only**, not renewals.

TERMS USED

Building surveying practitioner (BSP)	Someone who is registered as a <i>building surveying practitioner</i> under the BSR Act.
BSP Technician	Someone who is registered as a <i>building surveying practitioner technician</i> under the BSR Act.
Building surveying work	<i>building surveying work</i> means — (a) the examination of plans and specifications for a building or incidental structure to assess the safety, accessibility, and energy efficiency of a building or incidental structure if the building or incidental structure is built in accordance with the plans and specifications; and (b) the examination of an existing building or incidental structure to assess the safety, accessibility, and energy efficiency of the building or incidental structure, as defined in the <i>Building Services (Complaint Resolution and Administration) Regulations 2011</i> r.4A
Prescribed scope of work	The <i>prescribed scope of work</i> for a BSP Technician is: ○ A Class 1 or Class 10 building or incidental structure. ○ A Class 2-9 building or incidental structure — a) with a floor area not exceeding 500 m²; and b) not higher than 2 storeys as per the Building Regulations 2012 r.5.

CONTEXT

Qualifications and experience

The BSR Regulations prescribe qualifications and experience by which people may apply to be registered. Applicants must satisfy the Board that they have the required **qualifications** and **experience** prescribed by the regulations for that class of building service practitioner.¹

Fitness and propriety

The BSR Act requires the Board to be satisfied that an applicant for registration as a class of building service provider is a **fit and proper person**.²

‘Fitness’ means fitness to undertake the work for which the person is seeking to be registered. Fitness comprises **knowledge**, **ability**, and **honesty**. This necessarily involves assessing an applicant’s knowledge and ability to carry out the work of a BSP Technician.

Accordingly, if an applicant meets the qualification requirements, but does not demonstrate the knowledge and ability to carry out the work of a BSP Technician, the result may be that:

- the qualification requirement is met; but
- following assessment of their knowledge and ability, the applicant may not be fit and proper, not having accrued the knowledge and ability to engage in the prescribed scope of work for a registered BSP Technician.

This policy provides guidance on demonstrating and assessing **knowledge** and **ability** for registration as a BSP Technician.

Guidance on the **honesty** criterion can be found in a separate Board policy: [Fit and proper person assessment criteria for the issue of registrations \(14 January 2020\)](#).

POLICY PRINCIPLES

The Board’s assessment

The Board must be satisfied that an applicant has gained appropriate **knowledge** and has the **ability** to carry out the scope of work that is prescribed for a registered BSP Technician.

Knowledge is primarily evidenced through the attainment of the required qualifications.

Ability may be demonstrated by applying knowledge through practical work experience. To facilitate the Board’s assessment, applicants are therefore encouraged to submit information on their experience, to demonstrate their ability to work as a registered BSP Technician.

Applications

Applicants for initial registration as a BSP Technician are encouraged to attach evidence of either:

1. 12 months’ experience doing *building surveying work* relevant to the *prescribed scope of work* under supervision of a building surveying practitioner; or
2. 12 months’ experience doing *building surveying work* in a local government authority under supervision (direct or remote) of a building surveying practitioner.

Experience, for either option, may be gained before, during or after completion of the qualification.

¹ *Building Services (Registration) Act 2011* s.17(1)(b)

² *Building Services (Registration) Act 2011* s.17(1)(c)

Alternatively, applicants may demonstrate their knowledge and ability through a combination of options one and two above, or by whatever other means they choose.

Notes:

- i. it is an offence to make a false or misleading statement in a registration application.³
- ii. never include confidential information in an application unless permission has been obtained from the parties involved.

Options to demonstrate knowledge and ability

Options one and two are provided for guidance only. They are not mandatory application requirements.

Complying with option one or two, to provide evidence of knowledge and ability, is intended to reduce requests for further information and delays in assessing applications for registration.

Option 1 – experience doing building surveying work

Applicants may demonstrate their knowledge and ability through 12 months' experience doing *building surveying work* relevant to the prescribed scope of work, under the supervision of a building surveying practitioner.

Evidence of this may include:

- A detailed CV; and
- Two detailed work examples.

Building projects often take longer than 12 months to complete. Applicants may therefore choose to submit a greater number of less-detailed work examples, to evidence experience in *building surveying work* at all stages of design and construction.

Relevant work examples support the Board's assessment of an applicant's ability to perform the *prescribed scope of work*. Further details on option 1 are in table 1.

Table 1: Option 1 application guide

Detailed CV	• Relevant employment roles and responsibilities; • Supervisor's name and contact details for each role; • Start and end dates for each role; and • Number of weeks worked fulltime in each role (calculate equivalent number of fulltime weeks, for parttime roles).
Work examples	• Examples of building projects relevant to the prescribed scope of work, such as: ○ One class 1a building; and ○ One class 2-9 building up to two storeys and 500m². Consider using the Work Examples Template (see Appendix A) • Attach supporting documentation, if applicable, e.g.: ○ assessment reports; ○ documentation relating to a performance solution; ○ inspection reports; ○ correspondence with Department of Fire and Emergency Services or the Fire and Emergency Services Commissioner; and ○ certificates of compliance. • Supervisor(s) verification confirming each work-based example is the applicant's work and was supervised by the person verifying.

³ *Building Services (Registration) Act 2011* s.99

Option 2 – experience in local government

Applicants may demonstrate their knowledge and ability through 12 months' experience working under supervision in a local government authority. Evidence of this may include a detailed CV and any relevant supporting documents. Further details on option 2 are in table 2.

Table 2: Option 2 application guide

Detailed CV	• Relevant employment roles and responsibilities in local government authorities; • Supervisor or manager's name and contact details for each role; • Start and end dates for each role; • Number of weeks worked fulltime in each role (calculate equivalent number of fulltime weeks, for parttime roles); and • Attach any relevant supporting documents as evidence of work undertaken, such as reports, certificates, correspondence, etc.
Confirmation letter	• Letter of confirmation of knowledge and ability from supervising building surveying practitioner.

POLICY IMPLEMENTATION

The LGIRS Building Industry Licensing Branch will process applications for registration in a manner that conforms to this policy.

This policy commences operation on 16 June 2026.

GOVERNANCE

Resolved by the BSB	Meeting Date 16 June 2026	Item Number 6.1
Chairperson	Signature <i>Michael Paarup</i>	Date 16 June 2026
Keywords	building surveying practitioner, building surveyor registration, knowledge, ability, fit and proper, application	
Next review	June 2029	

Appendix A: Work examples template

Work example 1							
Class of building		Use					
No. of storeys		Floor area (m ²)		Construction type		Climate zone	
Earthquake zone				Wind zone			
Local government				Estimated value		\$	
Description of works		<i>(Describe the nature and extent of building work, such as new build, alteration, renovation.)</i>					
Your role and responsibilities							
<i>Detail your role and responsibilities in approximately 1,000 words, including:</i> <i>the problems you were involved in solving, for example:</i> <i>any project-specific issues relating to the building's class, use, size, height, construction type, site, climate zone, wind classification, etc.,</i> <i>the options that were considered to address the issues,</i> <i>the rationale for any decisions or actions that were taken to address the issues, and</i> <i>the outcome(s),</i> <i>any performance solutions that were involved, and how these were designed and assessed for compliance,</i> <i>how you applied their building surveying knowledge and skills, and</i> <i>the lessons you learnt from this work, such as what went well and what could be improved.</i>							
Employer details	Name:						
	Contact person:						
	Email:						
	Phone:						
Supervisor details	Name:						
	Registration number:						
	Email:						
	Phone:						