Department of **Local Government, Industry Regulation and Safety**

GOVERNMENT OF WESTERN AUSTRALIA

Building and Energy Western Australia

Form 7: Registration – Building practitioner (Set 3)

USE ADOBE ACROBAT READER WITH THIS FORM

GET Adobe Acrobat Reader

This form is designed to be used with the FREE Adobe Acrobat Reader application. Click here to download Acrobat Reader. Alternatively, the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Use of this form

This form is to be used by people applying to be registered as building practitioners with the Building Services Board. In Western Australia the *Building Services (Registration) Act 2011* provides for registration in two classes of builder, building practitioner and building contractor.

Set 3

Set 3 is the registration pathway for applicants who are current members of the Australian Institute of Building (AIB) and have five years full-time experience in carrying out, supervising or managing building construction. If you are not a current member of the AIB with the required experience you may be able to register under another pathway.

Registration as a building practitioner

A registered building practitioner may:

- use a prescribed title such as registered building practitioner; and
- be a nominated supervisor for a registered building contractor.

When considering an application for registration as a building practitioner the Board considers:

- your qualifications and experience;
- your fitness and propriety; and
- any other requirements prescribed by the Building Services (Registration) Regulations 2011.

Registration as a building practitioner does not authorise a person to provide services as a building contractor.

Registration as a building contractor

A person, partnership or company must be registered as a building contractor to:

- be named as a builder on a building permit;
- provide services as a builder for work that requires a building permit, has a value of $20,000 or more and is located within the area of the Board's jurisdiction; or
- use a prescribed title such as registered building contractor.

Period of registration

If your application is approved, registration will be granted for a period of three years.

Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee.

GST is not payable on the application or registration fee.
If the Board does not grant your registration, the registration fee will be refunded.

Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

Incomplete applications

The Department does not accept incomplete applications. If your application is incomplete your application may be lapsed or refused and the application fee may not be refunded.

How to lodge and pay

Online
Submit your application and pay online: Online Portal

By post
Pay by credit card using the Application Payment form or by cheque or money order made payable to:
Department of Local Government, Industry Regulation and Safety
Licensing Services
Locked Bag 14
CLOISTERS SQUARE PERTH WA 6850

In person

Submit your application and pay by cash, cheque, money order or card at the customer service counter.

Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street CANNINGTON WA 6107
Office hours are: Mon-Fri 8:30am to 4:30pm.

- BPAY is not available for this application.
- Fax and email submission are not available for this application.

Return of documents

The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

After your application is lodged

The Department will confirm receipt of your application.

If you do not receive an acknowledgement of your application within 15 business days, please contact the Department on 1300 489 099.
The Department will thoroughly assess your application and may contact the person that endorsed your experience to verify information provided.
When the Department is satisfied that your application is complete and payment is received, the Department may refer your application to the Board for a decision.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision. If you disagree with the Building Services Board's decision in relation to your registration application, you may apply to the SAT for a review of the decision.

More information

If you need more information about the status of your application or about practitioner registration generally please contact Licensing Services on 1300 489 099 or email be.licensing@lgirs.wa.gov.au.

Checklist

Use this checklist reminder to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach.

- ☐ Form complete – all questions answered
- ☐ Current proof of identification – copies totalling 100 points ready to attach
- ☐ Fitness and propriety questions 1-11 answered and if necessary, documents ready to attach
- ☐ Australian police check – less than three months old ready to attach
- ☐ Evidence of current membership of the AIB attached ready to attach
- ☐ Summary of Employment Experience template completed
- ☐ Applicant declaration signed and dated
- ☐ Statement of Building Experience – Part 1 completed and ready to attach
- ☐ Statement of Building Experience – Part 2 completed and ready to attach
- ☐ Verification Statement by Employer/Authorised Endorser, completed and ready to attach
- ☐ Payment – I will make appropriate payment as applicable at the time of submitting my application.

Payment

Visit our building fee schedule page for current application and registration fees.
Submit and pay for your application:

- ☐ **Online**
  If you are submitting this form online, you will be able to make payment using the department's secure payment gateway.
- ☐ **By post (or in person) using your credit card**
  If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form: Download and attach it to your application.

Personal details

Salutation: ☐ Mr ☐ Mrs ☐ Ms ☐ Other, please specify:

Family name: First name:

Other name(s): Date of birth: / /

Have you been known by any other names? ☐ Yes ☐ No

If you answered 'yes' above, attach a separate page with full details. ☐ Attached

Principal place of business

Note: A principal place of business is required for publication in the register. It cannot be a post office box number.

Street address:

Suburb: State: Postcode:

Address for service

Note: required for the purpose of serving documents. It cannot be a post office box number.

☐ As above Street address:

Suburb: State: Postcode:

Postal address

Note: A postal address is required for correspondence from the Department.

☐ As above Street address or PO Box:

Suburb: State: Postcode:

Contact details

Phone (home): Phone (work): Phone (mobile):* Email:*

***Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.**

Proof of identity

Provide proof of your identity by attaching copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points
70 points	☐ Birth certificate (not an extract) ☐ Current passport ☐ Australian citizenship certificate	
40 points(1) 25 points(2)	☐ Current Australian issued licence or permit card, e.g. Driver's licence ☐ Current Australian government issued identification card ☐ Australian tertiary student identification (1) **40 points** for first document from this category. (2) **25 points** for additional documents from this category.	
35 points(3)	☐ Mortgage document held by an Australian financial body ☐ Australian Land Title Office record ☐ Document from the Credit Reference Association of Australia (3) A document from this set must show your name and current residential address.	
25 points	☐ Australian public utility bill, rates notice or bank statement ☐ Medicare card ☐ Marriage certificate (for maiden name only) or change of name certificate	
Total points		

Fitness and propriety

1.	Have you been refused an occupational licence/registration as a building practitioner by a licensing board or similar body in any Australian state or territory?	☐ Yes ☐ No
2.	Have you been refused an occupational licence other than as a building practitioner by a licensing board or similar body in any Australian state or territory?	☐ Yes ☐ No
3.	Has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees?	☐ Yes ☐ No
4.	Have you been disciplined by any licensing board?	☐ Yes ☐ No
5.	Have you been or are you currently the subject of disciplinary proceedings by any licensing board, including any preliminary investigation or action that might lead to disciplinary proceedings?	☐ Yes ☐ No
6.	Have you been the subject of an order made by the State Administrative Tribunal?	☐ Yes ☐ No
7.	Have you been a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the *Building Act 2011*, *Building Services (Registration) Act 2011*, the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*?	☐ Yes ☐ No
8.	Have you been disqualified from being a company director?	☐ Yes ☐ No
9.	Have you been a director or officer of a company that has been declared an insolvent?	☐ Yes ☐ No
10.	Have you been declared bankrupt?	☐ Yes ☐ No
11.	Are there any other matters which may be relevant to your suitability to continue to hold a registration about which the Board should be informed?	☐ Yes ☐ No
	If you answered 'yes' to any of questions 1 to 11 above, attach details and, if appropriate, a list of cases. A 'yes' response will be considered by the Board on the facts presented and may not affect your application for registration.	☐ Attached ☐ N/A

Australian police check

You must apply for and attach to this application an Australian police check from any provider accepted by the Department for licensing purposes. The date of issue of the police check must be within three (3) months of the date you lodge this application.

For more information about how to obtain a police check, go to: Police Checks for Licensing

■ Attach an Australian police check dated within three months of this application date. ☐ Attached

Qualifications set 3

Set 3 is the pathway to registration for people who have qualifications acceptable for membership as a Member or Fellow of the Australian Institute of Building (AIB).

■ Attach evidence of current membership or fellowship of the AIB ☐ Attached

The Board has no discretion to consider other memberships under Set 3. If you are not a current member of the AIB, please consider another pathway to registration.

Experience Set 3

Applicants under Set 3 must have the equivalent of five years of experience in the building industry carrying out building construction or working in a supervisory or management capacity on building projects. This experience is described in the Building Services (Registration) Regulations 2011 as "carrying out, supervising or managing building construction for periods totalling at least the equivalent of 5 years full-time". Use the 'Summary of Employment Experience', 'Statement of Building Experience – Part 1' and 'Statement of Building Experience – Part 2' templates to record your experience. Your claims of experience must be verified.
You must arrange for your relevant employer/client/contractor to complete the 'Verification Statement by Employer/ Authorised Endorser **and** sign and date the corresponding Statement of Building Experience – Part 2'.

Building construction
For the purposes of registration, building construction refers to the process or act of constructing a building or part of a building, being a substantial structure with a roof and walls.

Range of experience
An applicant under Set 3 must have experience in a range of building types and stages of the building process and must include examples of as explained in the above definition of building construction.

Carrying out building construction
For registration purposes, carrying out refers to actually performing the building construction work. If you are performing a variety of work on a building project, some of it being carrying out building construction work and some of it being other work, calculate or estimate the portion of your time actually spent in carrying out building construction work.

Supervising building construction
For the purposes of registration, supervising refers to experience supervising building construction for and on behalf of a builder; it also refers to supervising others carrying out building work, as an end to end construction, not just one or two trades. Supervisor roles are typically held by leading hand, foreman or site supervisor with responsibility to directly control, accept or reject the work of tradespersons.
A supervisor of building construction must be in a position to direct, control, accept or reject daily construction work and activities carried out onsite. Supervision does not include being an owner-builder or supervision of oneself.

Managing building construction
For the purposes of registration, managing refers to the performance of management or coordination work in relation to a building contract or a building project, for and on behalf of a builder. The manager must be in a position to direct, control, accept or reject construction work, or in a position with a combination of these capacities or in a position of responsibility for the co-ordination of trades and materials for the whole of a building construction project or for a substantial portion of a large project. Management does not include being an owner-builder or management of oneself.

Work not included
For registration purposes, building construction does not include civil works such as (but not limited to) transmission lines, mining plant, dams, culverts, rail, roads and bridges unless these are incidental structures associated with and ancillary to the construction of a building referenced in the record of experience. Supervision and Management of building construction does not include carrying out of building or construction work or carrying out the preparation for such work. Additionally, it does not include in the case of an owner-builder, supervision or management of oneself, but it can include supervising the work of others and managing an entire building project.

Five years full-time experience
For registration you must submit your record of experience with a total of at least the equivalent of five years full-time experience in carrying out, supervising or managing building construction. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out, supervising or managing building construction. If you worked overtime, you cannot allow more than one day for each day worked. If you were engaged in building construction as a sub-contractor working for a client or contractor, you must not include time spent between contracts or leave. If you were engaged in building construction as an employee you can include periods of leave, but you cannot include periods of unemployment.

Professional rate of intensity
All experience claimed is considered in accordance with the Board's policy regarding professional rate of intensity and the minimum amount of projects that it expects to be supervised at any given time. For more information about the Board's policy, go to: Crediting Supervision Experience.

Documenting your experience
Complete the following:
- Statement of Building Experience – Part 2
- Statement of Building Experience – Part 1
- Summary of Employment Experience template

Should you require additional space to complete your Statements of Building Experience (SBE), you are able to photocopy or download additional SBE forms, complete in full and attach to your submission.

Verifying your experience
You must have your claims of experience verified by a suitable person, such as:
- your employer; or
- a person in a position to verify your work (i.e. the client or contractor).

Each employer/authorised endorser for whom you have undertaken work must complete the 'Verification Statement by Employer/Authorised Endorser' and sign and date the corresponding Statement of Building Experience – Part 2' template.
See further 'Verification Statement by Employer/Authorised Endorser' section below.

Not valid as experience
The Board does not recognise experience obtained while performing unlawful work, such as work without a building permit when a building permit was required. All experience must be independently verified.
Do not claim experience that is not verified by an employer or other endorser.

Summary of Employment Experience
Complete the Summary of Employment Experience template. This provides an overview of your work experience, detailing who you were working for, the position you held, and the period of employment. This may be experience gained as an employee, as a sub-contractor or as the primary contractor in a direct contract with a client.

Statement of Building Experience - Part 1
Complete a separate Statement of Building Experience – Part 1 for each different employer/client/ contractor you have undertaken work for. Use the Statement of Building Experience – Part 1 to record the projects you have been involved in where you have gained experience carrying out, supervising or managing building construction.

Statement of Building Experience - Part 2
Complete a separate Statement of Building Experience – Part 2 for each different employer/client/ contractor you have undertaken work for.
Use the Statement of Building Experience – Part 2 to provide further detail about your particular role and specific responsibilities while working on each of the projects listed in Part 1.
It is important that you detail your role and responsibilities on each project in the same order that you listed the projects in Part 1. (I.e. the project reference numbers in Part 1 must correspond with the same reference numbers in Part 2.)

Verification Statement by Employer
Use the 'Verification Statement by Employer/Authorised Endorser' template to have your claims of experience verified. You must have each different employer/contractor/client complete a separate 'Verification Statement by Employer/ Authorised Endorser'.

If it is not practical to obtain verification from a client or contractor, obtain verification from a foreman, supervisor or manager but not a co-worker or subordinate worker.

Important
Experience that has not been verified by an employer or other credible endorser, or has been self-endorsed by the applicant will not be considered creditable experience.

Summary of employment experience

How to complete this section:

1. Use the table below to record a summary of your industry experience in carrying out, supervising or managing building-construction. You will need to demonstrate that you have at least the equivalent of five (5) years full-time experience in carrying out, supervising or managing building construction.
2. Complete the 'Statement of Building Experience – Part 1' for each different employer/client/contractor. The 'Statement of Building Experience – Part 1' allows the Board to broadly assess the type of projects you were involved in.
3. Then, complete the 'Statement of Building Experience – Part 2' for each different employer/client/contractor. This is because each separate employer/client/contractor will need to sign the 'Statement of Building Experience – Part 2'. The 'Statement of Building Experience – Part 2' allows the Board to scrutinise your particular involvement on each project listed in Part 1.
4. Finally, all the experience claimed in Part 1 and Part 2 must be verified by the employer/client/contractor for whom you undertook the work. A separate 'Verification Statement' must be completed by each separate employer/client/contractor.

For Part B – Statement of Building Experience and Statement of Verification can be downloaded from:
Statement of Building Experience Forms

If you have any questions about how to complete this section, you may contact a Licensing Officer on 1300 489 099.

Your details

First name(s): (BLOCK LETTERS)

Surname: (BLOCK LETTERS)

Apprenticeship details* (if applicable)

Employer name:

Trade:

Start date: / /

End date: / /

Summary of relevant employment

Employer/client/contractor:	Position held:	From: (mm/yy)	To: (mm/yy)

*If you require more space to document your employment experience, photocopy this page or download another copy of the application form - Download

Declaration by applicant

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to $25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration.

Declaration

I (FULL NAME OF APPLICANT)

1. Authorise the Building Services Board, the Department of Local Government, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.
2. Sincerely declare that this application is true and correct.

Signature:

Date: / /