



Renewal of registration

Building surveying practitioner level 1 and 2 Form 59

Use of this form

This form is to be used by building surveyors who are currently registered as practitioners at level 1 or level 2 with the Building Services Board and are applying for their registrations to be renewed.

If you decide that you no longer require building surveying practitioner registration, please advise the Board.

Registration as a building surveying practitioner

In Western Australia a building surveyor who wishes to act as a nominated supervisor for a registered building surveying contractor or wishes to use a prescribed title such as *registered building surveying practitioner* must be registered as a building surveying practitioner.

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

Registration as a building surveying contractor

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

- contract with others to provide building surveying services;
- issue compliance certificates; or
- use a prescribed title such as *registered building surveying contractor*.

Australian police check

The Board must be satisfied that you are a fit and proper person to hold a building surveying practitioner registration.

To help assess your fitness and propriety, you must provide an Australian police check that is not more than three (3) months old at the time you lodge your application for renewal. For more information, go to:

www.dmirs.wa.gov.au/licensingpolicechecks

Registration expiry date

You must submit your form no later than the registration expiry date.

You are strongly encouraged to apply for renewal well before your expiry date to avoid your registration expiring.

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is for three years.

GST is not payable on this fee.

If the Board refuses your application the registration fee will be refunded.

Late renewal of registration

If there is a reason you have not submitted your form by the expiry date, you can apply for a late renewal. Late renewals can only be accepted within six months from the expiry date. However, the Board must also agree your circumstances are exceptional in order to accept your late renewal.

A fee is payable for late renewal of registration.

If you are not eligible for a late renewal you can re-apply for registration.

Return of documents

The Department does not return documents. If required, make a copy before you submit your form and attachments.

After your form is submitted

If the Department requires further information, you will be contacted.



Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.

By post

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to –

Department of Mines, Industry
 Regulation and Safety

Licensing Services Branch
 Locked Bag 100
 EAST PERTH WA 6892

In person

Pay by cash, cheque, money order, credit or debit card at the customer service counter.

Level 1, 303 Sevenoaks Street
 CANNINGTON WA 6107

Office hours are:
 Mon–Fri 8:30am to 4:30pm.

 BPAY and online payment are not available for this renewal.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision. If you disagree with the Board's decision in relation to this 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 renewal, contact the Licensing Renewals team on 1300 489 099 or email be.renewals@dmirs.wa.gov.au



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CHECKLIST

Use this checklist to ensure all parts of your application are completed and all necessary supporting documents are attached.

- Form complete - all questions answered
- Fitness and propriety:
 - Australian police check - less than three months old
 - Questions 1 to 14 answered - supporting information provided for any questions answered 'Yes'
- Nominated supervisor(s) details provided
- Declaration signed and dated
- Payment details provided

PAYMENT

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only

Registration No	Dept Code	Chart Description	Amount \$
BSP:	BC	<input type="checkbox"/> Building Surveying Reg Fee: Practitioner Individual Renewal	\$
BSC:	BC	<input type="checkbox"/> Building Surveying Reg Fee: Contractor Individual Renewal	\$
Late Fee/s:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of late fees: _____ BSP and/or BSC	\$
Linked the registration:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fee Total	\$



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Building surveying practitioner level 1 and 2

Ensure all parts of your application are completed and all necessary supporting documents attached. You must submit your completed form, supporting documents and payment no later than your registration expiry date. Incomplete applications will not be processed.

OFFICE
USE

Tick the level of building surveying practitioner you are registered as:

OFFICE
USE

Level 1 Level 2

Personal details

CONDITION

Registration No.	Expiry date		
Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms <input type="checkbox"/> Other please specify
Family name			
First name			
Other name(s)	Date of birth		

Principal place of business address – required for publication on the register. It cannot be a post office box number.

Street			
Suburb	State	Postcode	

Address for service – required for the purpose of serving documents. It cannot be a post office box number. As above

Street			
Suburb	State	Postcode	

Postal address – address for correspondence from the Department. As above

Street or PO Box			
Suburb	State	Postcode	

Contact details – email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (home)	Phone (work)		
Phone (mobile)	Email		

FITNESS AND PROPRIETY

Since the grant of your registration or last renewal (whichever is later):

OFFICE
USE

- | | | | | |
|----|---|------------------------------|-----------------------------|--------------------------|
| 1 | have you been refused an occupational licence/registration as a building surveying practitioner by a licensing board or similar body in any Australian state or territory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 2 | have you been refused an occupational licence other than as a building surveying practitioner by a licensing board or similar body in any Australian state or territory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 3 | has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 4 | have you been disciplined by any licensing board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 6 | have you been the subject of an order made by the State Administrative Tribunal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 7 | have you been a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the <i>Building Act 2011</i> , <i>Building Services (Registration) Act 2011</i> or the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> or the <i>Home Building Contracts Act 1991</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 8 | have you been disqualified from being a company director? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 9 | have you been declared an excluded contractor by the Building Services Board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 10 | have you been a director or officer of a company that has been declared an insolvent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 11 | have you been declared bankrupt? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 12 | do you have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or service for a building service? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 13 | do you have any outstanding adjudicated amounts that are payable under the <i>Building and Construction Industry (Security of Payment) Act 2021</i> or the <i>Construction Contracts (Former Provisions) Act 2004</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 14 | 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |

If you answered 'yes' to any of questions 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

Attached N/A

AUSTRALIAN POLICE CHECK

You must apply for and attach to this application an Australian police check that is issued within three (3) months of the date you lodge this application.

The police check must comply with the Department’s requirements outlined here: www.dmirs.wa.gov.au/licensingpolicechecks, where you can provided either a:

- National Police Certificate available online from the Western Australian Police Force or in person at Australia Post; or
- National Police History Check (NCHC) from an accepted provider, listed here: www.dmirs.wa.gov.au/licensingpolicechecks. The NCHC *must* specify “Mines, Industry Regulation and Safety Licensing purposes” as the reason for the check.

OFFICE USE



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

Attached

NOMINATED SUPERVISOR

As a registered building surveying practitioner you are eligible to be a nominated supervisor for a registered building surveying contractor that is in a partnership or company structure.

Are you the nominated supervisor for any building surveying contractor? Yes No

If you answered ‘yes’ above, provide the name of the building surveying contractor and registration number below:

Name of registered building surveying contractor (do not use trading name)

Contractor registration number



Attach a list if you are the nominated supervisor for more than one contractor.

Attached

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, _____
Applicant’s name (name of registered entity)

1 authorise the Building Services Board, the Department of Mines, 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 and credit report. 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