

## Form 5: Registration – Building practitioner (Set 1)

USE ADOBE ACROBAT READER WITH THIS FORM



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 1

Set 1 is the registration pathway for applicants who have a Diploma in Building and Construction (Building) and seven years of experience in carrying out or supervising building work.

If you do not have this Diploma and 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.

The registration fee is for three years.

GST is not payable on the application or registration fee.

If the Board does not grant your registration, the registration fee will be refunded.

### Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- have the required qualifications and experience;
- be a fit and proper person to be registered; and
- comply with any other requirements.

### 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 submit and pay

Pay for and submit your application including attachments:

#### Online

Submit your application and pay online:

<https://www.commerce.wa.gov.au/building-and-energy/building-practitioner-registration-first-time>.

#### By post

Pay by credit card using our payment slip form:

<https://www.commerce.wa.gov.au/publications/application-payment-form>, or through 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

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

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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

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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

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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

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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@dmirs.wa.gov.au](mailto:be.licensing@dmirs.wa.gov.au).

## Form 5: Registration – Building practitioner (Set 1)

### 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
- Diploma and Statement of Attainment for Diploma of Building and Construction 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: <https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it to your application.

## Form 5: Registration – Building practitioner (Set 1)

### 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.

## Form 5: Registration – Building practitioner (Set 1)

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

### 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

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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

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3. Has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees?  Yes  No

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4. Have you been disciplined by any licensing board?  Yes  No

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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

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6. Have you been the subject of an order made by the State Administrative Tribunal?  Yes  No

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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* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*?  Yes  No

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8. Have you been disqualified from being a company director?  Yes  No

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9. Have you been a director or officer of a company that has been declared an insolvent?  Yes  No

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10. Have you been declared bankrupt?  Yes  No

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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 the approved list of providers, available here: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). The police check must specify "Mines, Industry Regulation and Safety Licensing purposes" as the reason for the check.

An electronic police check can be verified online and does not need to be certified. For more information about how to obtain a police check, go to: [www.dmirs.wa.gov.au/licensingpolicechecks](http://www.dmirs.wa.gov.au/licensingpolicechecks). The date of issue of the police check must be within three (3) months of the date you lodge this application.

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

### Qualifications Set 1

Set 1 is the pathway to registration for people who have a Diploma in Building and Construction (Building) and site experience in the building industry. The qualification required for registration as a building practitioner under Set 1 is CPC50220 or CPC50210 Diploma of Building and Construction (Building) as described in the CPC and CPC08: Construction, Plumbing and Services Training Package published by training.gov.au.

For registration purposes, the CPC50210 Diploma must include seven specific units, listed below.

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|--|--|
| ■ CPCCBC4005A – Produce labour and material schedules for ordering;  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ■ CPCCBC4018A – Apply site surveys and set-out procedures to building and construction projects;           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ■ CPCCBC5005A – Select and manage building and construction contractors;                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ■ CPCCBC5007A – Administer the legal obligations of a building construction contract;                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ■ CPCSUS5001A – Develop workplace policies and procedures for sustainability;                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ■ CPCCBC4014A – Prepare simple building sketches and drawings; and   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <hr/>  |  |
| ■ Attach a copy of your Diploma in Building and Construction (Building).                                   | <input type="checkbox"/> Attached                        |
| ■ Attach a copy of your Statement of Attainment to fully inform the Board of each unit you have completed. | <input type="checkbox"/> Attached                        |

If you have completed a Diploma course that is not the currently required course you can apply to a Registered Training Organisation for Recognition of Prior Learning to determine which, if any, units of your Diploma may be credited under the current course. You may be required to complete additional units to obtain the current Diploma. Please obtain all qualifications before applying to be registered.

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### Experience Set 1

Applicants under Set 1 must have the equivalent of seven years of experience on building sites performing a trade or supervising others. This experience is described in the Building Services (Registration) Regulations 2011 as “carrying out or supervising building work for periods totalling at least the equivalent of 7 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 work

For the purposes of registration, building work refers to one or more of the following activities:

- A. the construction, erection, assembly or placement of a building or an incidental structure and related siteworks;
- B. the renovation, alteration, extension, improvement or repair of a building or an incidental structure and related siteworks; and
- C. the assembly, reassembly or securing of a relocated building or an incidental structure and related siteworks

#### Carrying out building work

For registration purposes, carrying out refers to performing the building work as an apprentice or tradesperson. If you performed a variety of work on a building project, some of it being carrying out building work and some of it being other work, record the actual time spent carrying out building work.

#### Supervising building work

Supervising refers to supervising the work of others carrying out building work, typically as a leading hand, foreman or site supervisor with responsibility to directly control, accept or reject the work of tradespersons. If you performed a variety of work on a project, some of it being supervising building work and some of it being other work, record the actual time spent supervising building work.

#### Seven years full-time experience

For registration you must submit your record of experience with a total of at least the equivalent of seven years full-time experience in carrying out or supervising building work. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out or supervising building work. If you worked overtime, you cannot allow more than one day for each day worked.

If you were engaged in building work 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 work as an employee you can include periods of leave, but you cannot include periods of unemployment.

#### Professional rate of intensity

Where applicable, supervision 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: [www.commerce.wa.gov.au/publications/bsb-policy-building-practitioner-experience-assessments](http://www.commerce.wa.gov.au/publications/bsb-policy-building-practitioner-experience-assessments).

#### Work not included

For registration purposes, some building industry work is not building work. Building work 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.

Other types of work that are not included in carrying out or supervising building work are:

- work on a project only to construct or install a swimming pool;
- labouring;
- driving delivery or transport vehicles;
- design and drafting;
- estimating and scheduling;
- project or business management;
- contract administration or management; and
- manufacture of building products and materials.

### Documenting your experience

Complete the following:

- Summary of Employment Experience template
- Statement of Building Experience – Part 1
- Statement of Building Experience – Part 2

*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 or supervising building work.

### 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/Authorised Endorser

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.



### Declaration by applicant

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#### 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. By signing this application form, you give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

#### Declaration

I (FULL NAME OF APPLICANT)

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. 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:

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