



LEGISLATIVE REQUIREMENTS

Section 373A(1) and 374AAB(3) of the *Local Government (Miscellaneous Provisions) Act 1960* provides for regulations which prescribe the educational and professional qualifications that must be held by a person before being:

- appointed to the office of building surveyor of a local government; or
- delegated authority to approve plans of buildings or unauthorised building works.

The Building Surveyors Qualifications Committee is established under the Local Government (Building Surveyors) Regulations 2008. The following types of certificate of qualification may be granted by the Committee:

- Building Surveyor Level 1 certificate;
- Building Surveyor Level 2 certificate;
- a Building Surveyors Certificate of Qualification;
- Building Surveyor Technician certificate.

BUILDING SURVEYOR CERTIFICATE OF QUALIFICATION

During the transition period, regulation 19(5) of the Local Government (Building Surveyors) Regulations 2008 prescribes the following qualifications for a **Building Surveyor Certificate of Qualification**:

- An Advanced Diploma of Building Surveying awarded in relation to a course accredited by the Training Accreditation Council; and
- 2 years' experience as a building surveyor for a local government.

PERSONAL DETAILS (Please print clearly)

Title: Dr Mr Mrs Ms Other (Please specify)

Gender: Male Female

Family Name:

Given Names (in full):

Preferred Name: Date of Birth: / /
Day Month Year

CONTACT DETAILS (Please print clearly and tick preferred method of contact)

Private address

Business address

Name: Organisation:.....

Street:..... Street:.....

City: City:.....

State:..... Post Code:..... State:..... Post Code:.....

Country:..... Country:.....

Phone:..... Phone:.....

Fax:..... Fax:.....

Email:..... Email:.....

Mobile:..... Mobile:.....

PRESCRIBED FEE AND METHOD OF PAYMENT (Please tick)

Building Surveyor Certificate of Qualification \$ 150

Credit Card Details: Visa Mastercard Card No: ____/____/____/____

Name on Card: Expiry: /
Month Year

Signature: Date: / /
Day Month Year

Cheque/money order attached (made payable to the Department of Commerce.)

Do not send cash

EVIDENCE REQUIRED IN SUPPORT OF APPLICATION

- (a) **Certified copies** of original academic **qualifications**. A certified copy must be certified as a true copy by a person who has sighted the original document. The certifier must be someone who is authorised to witness statutory declarations.
- (b) Current curriculum vitae.
- (c) Statement of work experience to include:
 - names of employers;
 - period of employment; and
 - details of positions held, including a **detailed statement** of the **duties** and **responsibilities** of each position. to be presented in typed format on A4 paper. Please **verify** this document by writing on each page that 'I declare this document to be true and correct', and sign and date each page.

Please note this statement of work experience will be used to establish if your experience meets the requirements as prescribed in the regulations.
- (d) Two suitable work-related referees that can verify types of duties undertaken, preferably one referee who is a current direct manager or supervisor.

YOUR REFEREES

Please provide contact details for two suitable work-related referees, preferably one referee who is a current direct manager or supervisor.

Referee 1

Referee 2

Title:..... Title:

Name:..... Name:

Position held:..... Position held:

Organisation:..... Organisation:

Phone:..... Phone:

Email:..... Email:

Please note:

On assessing the application additional information may be requested to clarify any matters.

LODGEMENT OF DOCUMENTS

The Committee meets on the last Wednesday of every second month. In order for an application to be considered at any given meeting it must be received two weeks prior.

Please note the application must be lodged in full.

Please post or deliver your application to:

Building Surveyors Qualifications Committee
Building Commission, Department of Commerce
Locked Bag 12, WEST PERTH 6872
or Level 1, 31 Troode Street, WEST PERTH 6005
Telephone: 1300 489 099

PRIVACY

The committee may on occasion communicate with certificate holders.

If you would like to also receive other relevant information from the department please indicate below.

- Yes, I would like to receive other relevant information from the department such as building notes, newsletters or the like.
- No, I would not like to receive other relevant information from the department.

APPLICANT'S DECLARATION

I,sincerely declare that the particulars
Full Name
contained in my application are true and correct. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at:

Place/State

On (date)/...../.....
Day Month Year
Signature

In the presence of:
Signature of authorised witness
Name of authorised witness
and qualification as such a witness

APPLICANT'S CHECKLIST

- Signed application form (Statutory Declaration) above.
- Certified copies of relevant academic qualifications, refer requirements on page 2.
- Statement of work experience enclosed. Each page of the Statement of Work Experience must be signed and certified as per the requirements on page 2.
- Details of two referees provided on page 3.
- Prescribed fee enclosed.