

Form 90: Building engineering practitioner - registration

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Use of this form

This form is to be used by people applying to be registered as building engineering practitioners with the Building Services Board (the Board).

In Western Australia, the *Building Services (Registration) Act 2011* (WA) (the Act) provides for registration in four areas for building engineering practitioners: civil, mechanical, structural and fire safety. There are also three levels of building engineering practitioner: professional, technologist and associate.

The Act also provides for the registration of building engineering contractors comprising three types of business entity and three levels of engineer – professional, technologist and associate.

Registration as a building engineering practitioner

A registered building engineering practitioner is authorised to undertake building engineering work relevant to their registration area and level. A registered building engineering practitioner may:

- use a prescribed title such as *registered building engineer*, and
- be a nominated supervisor for a registered building engineering contractor.

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

- the certification of your qualifications and experience from an approved assessment entity as meeting, or exceeding, the prescribed requirements;
- your fitness and propriety; and
- any other requirements prescribed by the Building Services (Registration) Regulations 2011 (WA).

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

Qualifications and Experience

In order to complete the application, your qualifications and experience must have been assessed and certified by an [approved assessment entity](#).

The Building Services (Registration) Regulations 2011 (WA) set out the experience and qualifications that are required to be registered in each area and level of building engineering.

Approved assessment entities assess the suitability of all applicants, prior to applicants applying for registration with the Board.

You will need to obtain written confirmation from the relevant assessment entity that your qualifications and experience meet, or exceed, the prescribed requirements in the Building Services (Registration) Regulations 2011 (WA).

Failure to provide the required confirmation, means your application cannot be assessed by the Board. You must attach the certification to your application.

Areas and levels of engineering

The areas of building engineering prescribed for registration are civil, structural, mechanical and fire safety. Within each of these areas are three levels: professional, technologist and associate.

The assessment entity's certificate will state which area(s) and level of engineering you are able to be registered.

For more information on the types of work done by engineers in each of these areas, see the [Registered engineers fact sheet](#).

Registration as a building engineering contractor

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

- provide services as a building engineer; or
- use a prescribed title such as registered building engineering contractor.

Period of registration

If the Board approves your application, registration is granted for a period of three years.

Registration and application fees

This application requires a registration fee and a nonrefundable application fee. GST is not payable on these fees. The registration fee is for three years. If the Board does not grant your registration, this 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 as assessed and certified by an approved assessment entity;
- 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 cannot assess incomplete applications. If your application is incomplete at the time of lodgement, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request, your application will be lapsed or refused. The application fee will not be refunded.

How to submit and pay

Pay for and submit your application, including attachments:

☐ **Online**

Submit your application and pay online [here](#).

☐ **By post**

Licensing Services
Department of Local Government, Industry Regulation
and Safety
Locked Bag 14

CLOISTERS SQUARE PERTH WA 6850

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](#) and attach it to your application.

☐ **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.

Fax and email submission is not available for this application.

Return of documents

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

After your application is submitted

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 Licensing Services branch will thoroughly assess your application. When 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 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 attach all necessary supporting documents.

- ☐ Proof of identification – 100 points supplied
- ☐ Fitness and propriety – all questions answered and documents attached
- ☐ Australian police check attached (less than 3 months old)
- ☐ Assessment entity certificate that you meet or exceed the qualifications and experience prescribed for your area and level of registration
- ☐ Declaration signed and dated
- ☐ Payment

Payment

Visit our [building fee schedule page](#) for current application and registration fees.

**Ensure all parts of your application are completed and all supporting documents are attached.
Incomplete applications will not be processed.**

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Please ensure you have provided all required information and supporting documentation as per the application checklist. Failure to submit a complete application may result in the cancellation of your application and loss of the application fee.

Applicant details

Salutation: ☐ Mr ☐ Ms ☐ Mrs ☐ 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.

Class of registration

Building Engineering Level: ☐ Professional ☐ Technologist ☐ Associate

Building Engineering Area: ☐ Structural ☐ Fire Safety (Professional only)
☐ Mechanical ☐ Fire Systems (Technologist and Associate only)
☐ Civil

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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	Office use
70 points	☐ Birth certificate (not an extract)		
	☐ Current passport		
	☐ Australian citizenship certificate		
40 points ⁽¹⁾	☐ Current Australian issued licence or permit card, e.g. Driver's licence		
25 points ⁽²⁾	☐ 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			

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Fitness and property

- | | |
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| 1. Have you been refused an occupational licence/registration as a building engineering practitioner by a registration 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 engineering practitioner by a registration board or similar body in any Australian state or territory? | ☐ Yes ☐ No |
| 3. Has your occupational licence with any registration board been suspended or cancelled, other than for non-payment of fees? | ☐ Yes ☐ No |
| 4. Have you been disciplined by any registration board? | ☐ Yes ☐ No |
| 5. Have you been or are you currently the subject of disciplinary proceedings by any registration 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 <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> ? | ☐ Yes ☐ No |
| 8. Have you been disqualified from being a company director? | ☐ Yes ☐ No |
| 9. Have you been declared an excluded contractor by the Building Services Board? | ☐ Yes ☐ No |
| 10. Have you ever been a director or officer of a company that has been declared an insolvent? | ☐ Yes ☐ No |
| 11. Have you been personally insolvent? | ☐ Yes ☐ No |
| 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? | ☐ Yes ☐ No |
| 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> ? | ☐ Yes ☐ No |
| 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? | ☐ Yes ☐ No |
| If you answered 'yes' to any of questions 1 to 14 above, please 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 |

Australian Police Check

- ☐ Attached copy of Australian police check. The date of issue of the police check must be within three (3) months of the date you submit this application. For more information visit: <https://www.wa.gov.au/organisation/service-delivery/police-checks-licensing>.



Scan with your phone for more information

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. 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 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 dd/mm/yyyy: