

# CLASS OF BUILDING SURVEYOR – RESTRICTED (ALL CLASSES OF BUILDINGS)



Fair  
Trading

ABN 81 913 830 179

## About this guide

- This guide describes the knowledge, skills & experience building surveyors must demonstrate to be registered in the class of building surveyor - restricted (all classes of buildings).
- Fair Trading will reference the guide when assessing your application for registration.
- All applications will be assessed on the individual merits of the application.
- This guide is designed to assist current building surveyor—restricted (class 1 and 10 buildings) class of certifiers wishing upgrade to the Building surveyor—restricted (all classes of buildings) class. If you are not a current building surveyor—restricted (class 1 and 10 buildings) class of certifier, you need to provide the information outlined in the knowledge, skills & experience guide published for that class in addition to the information outlined in this guide.

## Knowledge and Skills

Your experience details must demonstrate that you possess the required knowledge and skills required under the *Building and Development Certifiers Regulation 2020* (Attachment 3).

Applicants can satisfy the experience requirement by alternative means to those specified in this guide.

## Experience requirement – 2 years minimum

The experience requirement for building surveyor - restricted (all classes of buildings) class, is a minimum of two years recent practical experience relevant to this class of registration, to the satisfaction of the Secretary of the Department of Customer Service (the Secretary).

This can include assessing plans and specifications of an appropriate range of proposed buildings and inspecting an appropriate range of buildings during construction and upon completion to determine compliance with the relevant provisions of the EP&A Act and the EP&A Regulation, relevant development standards, development consent conditions and the BCA.

## ‘Recent’ experience means obtained no earlier than 5 years before applying

Your two years of practical experience must have been obtained within the five years prior to applying for registration. If your experience is outside the five-year timeframe you may be able to demonstrate the relevance of your experience.

You are required to submit a resume that demonstrates your experience and provides a complete history of your building surveying or related employment. The resume template is available on the Fair Trading website.

## Experience relevant to Class of building surveyor – restricted (all classes of buildings)

Your practical experience is expected to exceed the authorities conferred on a Building surveyor—restricted (class 1 and 10 buildings) class certifier. In general, this means your experience relates to:

- a) class 1 and class 10 buildings; and
- b) class 2 to 9 buildings with a maximum rise in storeys of three storeys and a maximum floor area of 2,000 m<sup>2</sup>; and
- c) buildings with a maximum rise in storeys of four storeys in the case of a building that comprises only a single storey of class 7a carpark located at the ground floor level or basement level and with three storeys of class 2 above, and with a maximum floor area of 2000 m<sup>2</sup>.

### Practical experience

Your demonstrated practical experience is expected to include:

- a. assessing construction certificate (CC) applications for building work
- b. assessing complying development certificate (CDC) applications for building work
- c. carrying out critical stage inspections of building work
- d. assessing occupation certificate (OC) applications
- e. carrying out the role of the principal certifier (previously k/a principal certifying authority).
- f. inspecting swimming pools for compliance with the *Swimming Pools Act 1992*.

### Practical experience: equivalent alternative

If you don't have the practical experience specified in these criteria, you will need to demonstrate alternative experience that must be considered equivalent to the experience in criteria a to f.

**Alternative equivalent experience example:** Experience as a building consultant, assessing existing buildings for compliance with the BCA, terms and conditions of development consent, EP&A Act and Regulation, may be equivalent to the experience gained by assessing CC applications. **The numbers of these examples must not exceed 1/3 of the minimum numbers of the different kinds of examples outlined in this Guide.**

### CC experience

You must be able to demonstrate that you have assessed CCs that exceed the authorities conferred on a building surveyor—restricted (class 1 and 10 buildings) class certifier (i.e. class 1 and 10 buildings). Sufficient practical experience may include evidence that you have assessed the following numbers of CCs for a range of class 1 and 10 buildings as well as for a range of class 2 to 9 buildings:

- a. forty CC applications for Class 1 to 10 buildings of any size
- b. twenty CC applications for class 2 to 9 buildings working under the supervision of a building surveyor – unrestricted certifier and / or a building surveyor - restricted (all classes of buildings) certifier. The twenty CC applications for class 2 to 9 buildings can come from the 40 applications used to demonstrate criterion a. You can satisfy both a, and b, if you have assessed twenty CC applications for class 1 and 10 buildings and twenty CC applications for class 2 to 9 buildings.

- c. two CC applications (excluding fit outs of existing buildings and excluding minor alterations, extensions and additions to existing buildings) for each of the following building classifications:
  - i. Class 2 or Class 3 buildings
  - ii. Class 5 or Class 6 buildings
  - iii. Class 7b or Class 8 buildings
  - iv. Class 9a or Class 9b or Class 9c buildings.

The applications used to comply with this requirement can come from the same buildings used to demonstrate criterion b.
- d. six applications for CCs that propose alternative solutions involving fire safety requirements for 6 separate class 2 to 9 buildings. If you do not possess this experience, a condition would be placed on your registration (if granted) restricting you from dealing with applications that propose alternative solutions involving fire safety requirements.
- e. two alternative solutions not involving a fire safety requirement for any classes of buildings. If you don't have this experience, you may be able to demonstrate sufficient alternative solution experience by relying upon additional experience assessing alternative solutions involving fire safety requirements.

## CC experience: alternative experience

If you don't have the CC assessment experience specified in criteria a to e above, you must provide information demonstrating your alternative experience is equivalent to that specified in the criteria. In some cases, applicants may have carried out a fewer number of assessments but may be able to show, due to the complexity of the proposed buildings, that they have sufficient CC assessment experience.

### CCs: Alternative equivalent experience example:

- Assessing existing buildings for compliance with the current provisions of the BCA and preparing fire safety upgrade reports as a consultant building surveyor.
- Preparing a BCA compliance report in relation to plans and specifications as a consultant building surveyor.
- Assessing and certifying Crown building work as complying with the technical provisions of the State's building laws prior to commencement of Crown building work under section 109R of the EP&A Act.

## CDC experience

You must demonstrate your experience assessing CDC applications for all classes of buildings. You are expected to have assessed at least:

- a. ten CDC applications; and
- b. two CDC applications for existing Class 2 to 9 buildings. The applications used to comply with this requirement can come from the same buildings used to demonstrate criterion a.

### CDCs: Alternative equivalent experience example:

Preparing a report on whether a constructed building satisfies the requirements for complying development in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or other NSW State Environmental Planning Policies that allow complying developments, as a consultant building surveyor.

## Inspections experience

You must demonstrate your experience carrying out critical stage inspections for all sizes and classes of buildings that a building surveyor - restricted (all classes of buildings) class is authorised to carry out. This requires you to show you have worked on:

- a. thirty critical stage inspections of Class 1 to 10 buildings involving at least five different buildings; and
- b. three of each of the different types of critical stage inspections for Class 2 to 9 buildings. The inspections used to comply with this requirement can come from the same buildings used to demonstrate criterion a.

### Inspections: Alternative equivalent experience example:

- Inspection of buildings during various stages of construction to assess compliance with the BCA, the CC plans and specifications, as a consultant building surveyor and experience with the planning and development consent component of inspecting critical stages of a building during construction and carrying out the role of the principal certifier (previously k/a PCA) under supervision.
- Inspecting Crown building work during construction to determine compliance with the development consent and the BCA on behalf of the Crown, as a consultant building surveyor and experience with the planning and development consent component of inspecting critical stages of a building during construction and carrying out the role of the principal certifier (previously k/a PCA) under supervision.

## OC experience

You must demonstrate your experience assessing applications for OCs for all classes of buildings that a building surveyor - restricted (all classes of buildings) class is authorised to carry out. You are expected to have assessed at least:

- a. thirty OC applications for Class 1 to 10 buildings; and
- b. Fifteen OC applications for Class 2 to 9 buildings. The applications used to comply with this requirement can come from the same buildings used to demonstrate criterion a.

### OCs: Alternative equivalent experience example:

- Preparing reports in relation to recently constructed buildings to assess whether the existing building complies with the development consent and the BCA and is suitable for occupation, as a consultant building surveyor and experience with the planning and development consent component of assessing applications for occupation certificates.
- Preparing fire safety assessment reports in relation to existing buildings to assess whether the existing building requires any upgrading to make it safe to occupy and or comply with the BCA, as a consultant building surveyor and experience with the planning and development consent component of assessing applications for occupation certificates.
- Assessing whether completed Crown building work is suitable for occupation in accordance with its development consent and the BCA on behalf of the Crown, as a consultant building surveyor and experience with the planning and development consent component of assessing applications for occupation certificates.

## Swimming Pools Act 1992 experience

You must have experience assessing whether swimming pools comply with Part 2 of the *Swimming Pools Act 1992* and the requirements of Part 3.9.3 of the BCA.

You must have inspected at least **10** swimming pool safety barriers for the purpose of assessing whether the barrier complies with Australian Standard 1926.1 - 2012.

## Demonstrating experience

You must provide a comprehensive list of work projects that contain sufficient information to satisfy the abovementioned criteria.

Provide separate lists of:

1. construction certificate applications assessed
2. complying development certificate applications assessed
3. critical stage inspections
4. occupation certificate applications assessed.

The list of projects is to include the information in the templates at **Attachments 1a-1d**.

## Referee Statements

You are required to provide statements from at least three referees to verify your experience. These statements should verify projects included in your list of work projects. The required templates are available here [\[link to Fair Trading website\]](#).

In addition to the referee statements from a supervising Building surveyor – unrestricted certifier and / or a Building surveyor - restricted (all classes of buildings) certifier, you should include a statement from an independent professional external to your company who you have worked for or with on building projects. For example, you may provide a referee statement from an architect, project manager, consulting engineer, builder or fire safety engineer employed by another company who can verify your experience.

You are encouraged to keep a logbook of your work and have your experience verified by a supervisor who has unconditional building surveyor – unrestricted or a building surveyor - restricted (all classes of buildings) class/es of registration.

## Alternative solutions

Building surveyor – restricted (all classes of buildings) class certifiers are expected to be competent to assess alternative solutions for the range of building classes and sizes which come under the authorities conferred on a building surveyor - restricted (all classes of buildings) class of registration contained in Schedule 1 of the Building & Development Certifiers Regulation 2020.

## Six experience reports

You must provide six experience reports that highlight the breadth and depth of your competence and the quality of your experience. Refer to **Attachment 2** for more detail.

## Attachment 1a: List of Construction Certificate (CC) Applications

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Floor Area of the Building	
Volume of the Building	
Effective Height of the Building	
Description of Alternative Solutions	<p>DTS provision not complied with</p> <p>Relevant Performance Requirement</p> <p>Description of Performance Solution (Alternative Solution)</p> <p>Description of how compliance with the relevant performance requirement was demonstrated to your satisfaction</p>
Description of role and responsibilities	
<p>Non-compliance Identified and how it was resolved.</p> <p><i>At least one third of applications included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Dates when you carried out your assessment of the CC application and the date the CC was issued	
Applicant's Name (name of the person applying for registration)	
Applicant's Signature and date	
Supervisor's Name	
Supervisor's Signature and date	

## Attachment 1b: List of Complying Development Certificate (CDC) Applications

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Floor Area of the Building	
Volume of the Building	
Effective Height of the Building	
Description of Alternative Solutions	<p>DTS provision not complied with,</p> <p>Relevant Performance Requirement</p> <p>Description of Performance Solution (Alternative Solution)</p> <p>Description of how compliance with the relevant performance requirement was demonstrated to your satisfaction</p>
Description of role and responsibilities	
<p>Non-compliance Identified and how it was resolved.</p> <p><i>At least one third of applications included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Dates when you carried out your assessment of the CDC application and the date the CDC was issued	
Applicant's Name (name of person applying for registration)	
Applicant's Signature and date	
Supervisor's Name	
Supervisor's Signature and date	

## Attachment 1c: List of Occupation Certificate (OC) Applications

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Floor Area of the Building	
Volume of the Building	
Effective Height of the Building	
Description of Alternative Solutions	<p>DTS provision not complied with,</p> <p>Relevant Performance Requirement</p> <p>Description of Performance Solution (Alternative Solution)</p> <p>Description of how compliance with the relevant performance requirement was demonstrated to your satisfaction</p>
Description of role and responsibilities	
<p>Non-compliance Identified and how it was resolved.</p> <p><i>At least one third of applications included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Specify the relevant provision not complied with	
Reason for non-compliance	
How compliance was achieved	
Specify the relevant provision not complied with	
Reason for non-compliance	



## Attachment 1d: Critical Stage Inspections

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Floor Area of the Building	
Volume of the Building	
Effective Height of the Building	
Description of Alternative Solutions	<p>DTS provision not complied with, Relevant Performance Requirement</p> <p>Description of Performance Solution (Alternative Solution)</p> <p>Description of how compliance with the relevant performance requirement was demonstrated to your satisfaction</p>
Type of Critical Stage Inspection	
<p>Non-compliance identified and how it was resolved.</p> <p><i>At least one third of inspections included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Dates of inspections	
Applicant's Name (you)	
Applicant's Signature and date	
Supervisor's Name	
Supervisor's Signature and date	

## Attachment 2: Experience reports

You should choose at least six examples from your list of projects that demonstrate the most significant and/or large and complex building projects you have worked on which included non-compliances, and your personal experience in relation to the construction, certification and inspection of those buildings.

These reports should be one to two pages long and be verified by the referee statements. The reports should provide a narrative of your roles and responsibilities, and information about the lessons learnt and how the experience demonstrates your competence to certify and inspect buildings of all sizes and classes relevant to building surveyor - restricted (all classes of buildings) class.

The information in each of the six examples must demonstrate you satisfy the knowledge and skills required under Schedule 3 of the Building and Development Certifiers Regulation 2020 and provided at Attachment 3.

Each experience report should include the information in the following template, including:

- a detailed description of the building and the building work
- the extent of your involvement in the assessment of the CC application, the issue of the CC, the inspection of the relevant building work, the assessment of the OC and the issue of the OC
- when assessments and inspections were carried out and/or when certificates were issued
- information on how plans and specifications were assessed, relevant reports were reviewed, and inspections were carried out
- descriptions of alternative solutions including those for fire safety requirements that were assessed and/or inspected
- issues identified as part of involvement in fire engineering design briefs, referrals to Fire & Rescue NSW, review of fire engineering reports, assessments of CC applications and inspections of building works requests for final fire safety reports from Fire & Rescue NSW and how these were resolved.
- An explanation of the importance of the project including the lessons you have learned and how this experience demonstrates you have the required knowledge and skills specified in Schedule 3 of the Building and Development Certifiers Regulation 2020 and provided at Attachment 3.

The reports should also clearly demonstrate the extent of your involvement and experience in:

- assessment of the CC application and the issue of the CC or whether it was under the supervision of a registered certifier who issued the CC
- the fire engineering brief and the fire engineering design
- the review of the fire engineering report including the relevant Performance Requirements (PR), options chosen to comply with the relevant PRs, Assessment methods, whether *International Fire Engineering Guidelines* (IFEG) was used and the critical technical details checked / resolved by you
- carrying out critical stage inspections or carrying out critical stage inspections under the supervision of a registered certifier or accompanied by a registered certifier on critical stage inspections
- carrying out other non-critical stage inspections of building work under construction
- assessment of the OC application and the issue of the OC or whether the assessment of the application was under the supervision of a registered certifier who issued the OC.

## Experience report template (six reports required)

Address:	
Description of Work:	
Type of Application (CC, CDC, OC):	
Builder:	
Architect:	
BCA Classification/s:	
Rise in Storeys of the Building:	
Effective Height of the Building:	
Type of Construction:	
Floor Area of the Building:	
Volume of the Building:	
Cost of Works:	
Dates:	

Make sure you provide the date/s when you assessed applications for CCs, CDCs and OCs, when you inspected or accompanied the principal certifier (previously k/a PCA) or other certifier on inspections, and dates when relevant certificates were issued.

### Roles/Responsibilities:

<b>Involvement in assessment of the CC or CDC application:</b>

<b>Involvement in carrying out the critical stage inspections:</b>

<b>Involvement in assessment of the OC application:</b>

**Assessment and review of plans, specifications, documentation and relevant reports:**

**Issues identified as part of involvement in fire engineering design briefs, referrals to Fire & Rescue NSW, review of fire engineering reports, assessments of CC applications and inspections of building works request for final fire safety reports from Fire & Rescue NSW and how these were resolved (choose six of your projects which contain the most complex issues to be resolved):**

**Alternative Solutions Assessed**

No	DTS Provision not complied with	Relevant Performance Requirements (PR)	BCA option chosen to comply with the relevant PRs	Description of Alternative Solutions	BCA Assessment Method

Describe how you assessed the performance solution met the relevant performance requirements. It is not appropriate to indicate that you relied upon the report of a fire safety engineer. You need to explain how you reviewed the fire engineer's report.

You need to demonstrate and explain:

- how you identified the relevant performance requirements
- your role as part of the preparation of fire engineering briefs including in the development of acceptance criteria
- how you critically reviewed fire engineering reports
- your understanding of the application of the International Fire Engineering Guidelines to the assessment of the performance solution (alternative solution)
- what questions you asked the relevant fire engineers about the methodology they used in the design, why those were applicable in the design, what acceptance criteria you agreed to (and why) before the designs were finalised
- whether you considered the computer models used in the fire engineering analysis to be appropriate for the relevant project.

**Inspections performed including carrying out non-critical stage inspections of building work under construction:**

**Detecting areas of non-compliance and action taken to resolve these matters:**

Each of the projects is expected to include areas of non-compliance and action taken to resolve the non-compliances.

Specify the relevant provisions of the:

- Environmental Planning & Assessment Act 1979
- Environmental Planning & Assessment Regulation 2000
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or other relevant SEPP
- terms and conditions of the development consent
- Building Code of Australia.

Explain why the application didn't comply with the referenced provision, and how the non-compliance was resolved.

**Involvement with other organisations:**

**Importance of the project, lessons learnt and knowledge and skills:**

Provide an explanation of the importance of this project, the lessons you have learned and how you have applied the required knowledge and skills specified under Schedule 3 of the Building and Development Certifiers Regulation 2020 and at Attachment 3

Applicant's Name (name of person applying for registration)	
Applicant's Signature and date	
Supervisor's Name	
Supervisor's Signature and date	

## Attachment 3: Knowledge & Skills to be demonstrated\*

(1) **Knowledge** Must know and understand the following—

- (a) the Planning legislation,
- (b) the *Building Code of Australia* (volumes 1 and 2), including documents adopted by reference in the *Building Code of Australia*, to the extent they are relevant to this class of registration,
- (c) building fire safety, including fire engineering,
- (d) the legislative requirements relating to swimming pool safety,
- (e) the role and responsibilities of a registered certifier, including a principal certifier,
- (f) building surveying practices and procedures,
- (g) building construction, including methods, materials, planning and design.

(2) **Skills** Must be able to do the following—

- (a) identify, interpret and determine compliance with all provisions of the Planning legislation relevant to the processing of applications for complying development certificates, construction certificates, compliance certificates and occupation certificates,
- (b) interpret, apply and assess compliance with the relevant requirements of the *Building Code of Australia*,
- (c) interpret and review relevant documents used as evidence to demonstrate compliance, including reports in relation to performance solutions,
- (d) assess the fire protection and structural capacity of an existing building,
- (e) prepare a fire safety schedule under the Planning legislation,
- (f) interpret, apply and assess compliance with the legislative requirements relating to swimming pool safety,
- (g) evaluate building construction including methods, materials, planning and design.

\* clause 5 Schedule 3 of B&DC Regulation 2020 for Building surveyor—restricted (all classes of buildings)