

CLASS OF BUILDING SURVEYOR – RESTRICTED (CLASS 1 AND 10 BUILDINGS)



About this guide

- This guide describes the knowledge, skills & experience building surveyors must demonstrate to be registered in the class of building surveyor - restricted (class 1 and 10 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.

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 – 1 year minimum

The experience requirement for class of building surveyor - restricted (class 1 and 10 buildings) is a minimum of one year recent practical experience relevant to this category 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 one year 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 must 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 (class 1 and 10 buildings)

Your practical experience is expected to exceed the authorities conferred on a building inspector class of certifier. In general, this means your experience relates to class 1 and 10 buildings.

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. inspect 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 the following numbers of CCs for a range of class 1 and 10 buildings:

- a. twenty CC applications for class 1 and 10 buildings of any size
- b. ten CC applications for class 1 buildings excluding minor alterations, extensions and additions to existing buildings) under the supervision of a building surveyor – unrestricted or Building surveyor - restricted (all classes of buildings) or building surveyor - restricted (class 1 and 10 buildings) classes of certifiers (these can come from the 20 applications used to demonstrate criterion a)
- c. one CC application for each of the following building classification (excluding minor alterations, extensions and additions to existing buildings) for buildings that exceed the authorities conferred on a building inspector class of certifier for:
 - i. class 1b buildings including involvement in preparing fire safety schedules and assessment of access for people with disabilities.
 - ii. swimming pools

(The applications used to comply with this requirement can come from the same buildings used to demonstrate criterion b.)

- d. Two applications for CCs that propose alternative solutions involving fire safety requirements for two separate class 1 buildings (as an alternative, you can use two 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. One alternative solution not involving a fire safety requirement for one class 1 building (as an alternative, you can use one class 2 to 9 building). 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.

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 combined with sufficient experience assessing CC applications for compliance with the requirements of the EP&A Act and Regulation.
- Preparing a BCA compliance report in relation to plans and specifications as a consultant building surveyor combined with sufficient experience assessing CC applications for compliance with the requirements of the EP&A Act and Regulation.
- 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 combined with sufficient experience assessing CC applications for compliance with the requirements of the EP&A Act and Regulation.

CDC experience

You must demonstrate your experience assessing CDC applications for class 1 and 10 buildings. You are expected to have assessed at least:

- a. ten CDC applications; and
- b. one CDC application for each of the following building classifications for buildings that exceed the authorities conferred on a building inspector class of certifier for:
 - i. class 1b buildings
 - ii. swimming pools

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 as a consultant building surveyor.

Inspections experience

You must demonstrate your experience carrying out critical stage inspections for applications for class 1 and 10 buildings. This requires you to show you have worked on:

- a. twenty critical stage inspections of class 1 and 10 buildings involving at least five different buildings; and
- b. two of each of the different types of critical stage inspections for class 1 and 10 buildings.

Inspections: Alternative equivalent experience example:

- Inspection of buildings during various stages of construction to assess compliance with the BCA, the CC plans and specifications, the development consent and the requirements of the EP&A Act and Regulation as a consultant building surveyor.
- 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.

OC experience

You must demonstrate your experience assessing applications for OCs for class 1 and 10 buildings. You are expected to have assessed at least:

- a. twenty OC applications for class 1 and 10 buildings; and
- b. one OC application for each of the following building classification for buildings that exceed the authorities conferred on a building inspector class of certifier for:
 - i. class 1b buildings
 - ii. swimming pools

OCs: Alternative equivalent experience example:

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

Demonstrating experience

You must provide a comprehensive list of work projects that contains 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**.

You must 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 Fair Trading website.

In addition to the referee statements from a supervising building surveyor – unrestricted certifier, building surveyor - restricted (all classes of buildings) certifier/or a building surveyor - restricted (class 1 and 10 buildings), 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 is registered in the class of building surveyor – unrestricted, building surveyor - restricted (all classes of buildings) or a building surveyor - restricted (class 1 and 10 buildings) unconditional.

Alternative solutions

Building surveyor - restricted (class 1 and 10 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 (class 1 and 10 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 details.

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	
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>
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 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	
Description of Alternative Solutions	<p>DTS provision not complied with Relevant Performance Requirement 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 Reason for non-compliance How compliance was achieved</p>
Dates of your assessment of the CDC application and the date of issue of the CDC	
Applicant's Name	
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	
Rise in Storeys	
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>
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>
Relevant dates the application for the OC was assessed by you and the date the OC was issued	
Applicant's Name	
Applicant's Signature and Date	
Supervisor's Name	
Supervisor's Signature and Date	

Attachment 1d: Critical Stage Inspections

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
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>
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 (name of person applying for registration)	
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, 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 class 1 and 10 buildings.

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 or CDC application, the issue of the CC or CDC, 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 briefs, review of fire engineering reports or other reports that are demonstrated to be equivalent to those, assessments of CC applications and inspections of building works and how these were resolved.
- An explanation of the importance of the project including the lessons you 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 or CDC application and the issue of the CC or CDC or whether it was under the supervision of an accredited certifier who issued the CC or the CDC
- the fire engineering brief and the fire engineering design or other reports that are demonstrated to be equivalent to those
- the review of the fire engineering report (or other reports that are demonstrated to be equivalent to that) 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 an accredited certifier who issued the OC.
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Experience report template (six reports required)

Address:	
Description of Work:	
Type of Application (CC, CDC, OC):	
Builder:	
Architect:	
BCA Classification/s:	
Number of Storeys 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 when relevant certificates were issued.

Roles/Responsibilities:

Involvement in assessment of the CC or CDC application:

Involvement in carrying out the critical stage inspections:

Involvement in assessment of the OC application:

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

Issues identified as part of involvement in fire engineering design briefs, review of fire engineering reports or other reports that are demonstrated to be equivalent to those, assessments of CC applications and inspections of building works and how these were 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 other reports that are demonstrated to be equivalent to that including in the development of acceptance criteria
- how you critically reviewed fire engineering reports or other reports that are demonstrated to be equivalent to that
- your assessment and determination of the performance solution (alternative solution)
- what questions you asked the relevant fire engineers (or the authors of other reports that are demonstrated to be equivalent to those fire engineering reports submitted to you) 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 any computer models used in the fire engineering analysis to be appropriate for the relevant project.
- Involvement with other organisations

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.

Importance of the Project, Lessons learned and Knowledge and Skills

Provide an explanation of the importance of this project, the lessons you have learnt and how you have applied the required knowledge and skills specified in Schedule 3 of the Building and Development Certifiers Regulation 2020 and provided 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 6 Schedule 3 of B&DC Regulation 2020 for Building surveyor—restricted (all classes of buildings)