



**ACT**  
Government

**Access  
Canberra.**

**Application for  
Construction  
Occupation  
Licence Individual  
Building Assessor**

*Construction Occupations (Licensing) Act 2004,  
s128 and s17*

This approved form is to be used for individuals applying under the *Construction Occupations (Licensing) Act 2004* to the Construction Occupations Registrar for a builder licence to provide building services in the ACT. This application will not be considered unless it is complete and all supporting documentation provided.

All supporting documentation must:

- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

**Privacy Notice**

The personal information on this form is provided to Access Canberra of the ACT Government to enable the processing of your application. If all or some of the personal information is not collected, Access Canberra cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislations administered by Access Canberra. The [Information Privacy Policy Annex](#) contains information in regard to what information Access Canberra collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. The Information Privacy Policy can be found at [http://cmd.act.gov.au/legal/privacy\\_statement](http://cmd.act.gov.au/legal/privacy_statement).

**Section A — Personal Details**

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Business Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Residential Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number (Business Hours) \_\_\_\_\_ Fax \_\_\_\_\_

Mobile Number\* \_\_\_\_\_ Email\* \_\_\_\_\_

*\*Please note that under the Construction Occupations (Licensing) Act 2004 it is a requirement to provide a valid mobile telephone number and email address.*

**I understand that it is a requirement under law that should my licence be issued I must notify the Construction Occupations Registrar of any changes to my details within two weeks of the change.**

I understand

## Section B — Existing licence

Have you previously or do you currently hold an ACT construction occupation licence?

- Yes — licence Number \_\_\_\_\_ expiry date \_\_\_\_\_
- No

## Section C — Occupation class and functions

A building assessor is an entity that provides a building assessment service. A building assessment service is the doing of building assessment work. Building assessment work is preparing and providing an energy efficiency certificate under the *Building Act 2004*; or an energy efficiency statement; or a statement, certificate or other document prescribed by regulation. Energy efficiency certificate is defined under s139 C of the *Building Act 2004*.

What class of building assessor licence are you applying for?

- Class A** — licence authorises the doing of anything allowed to be done under a class B building assessor licence and the following building assessment work, based on an on-site inspection: preparing an energy efficiency certificate under the *Building Act 2004*; or preparing an energy efficiency rating statement.
- Class B** — licence authorises the following building assessment work, based on plans of a building: preparing an energy efficiency certificate under the *Building Act 2004*; or preparing an energy efficiency rating statement.

## Section D — Evidence of qualifications/eligibility — Class A Building Assessor

Complete this section only if you are applying for a class A building assessor licence.

<b>Qualification:</b>	<p>The successful completion of all of the following units of competency from the qualification - CPP41212 Certificate IV in NatHERS Assessment through a Registered Training Organisation:</p> <ul style="list-style-type: none"><li>a) BBSRSK401A – Identify risk and apply risk management processes.</li><li>b) CPPACC4015A – Follow site occupational health and safety requirements.</li><li>c) CPCCMN4008A – Read and extract information from plans, drawings and specifications for residential buildings.</li><li>d) CPPHSA4011A – Collect information to support NatHERS assessment.</li><li>e) CPPHSA4012A – Conduct NatHERS assessment of planned residential buildings.</li><li>f) CPPHSA4013A – Conduct NatHERS assessment of existing residential buildings.</li><li>g) CPPHSA4014A – Meet regulatory requirements when completing NatHERS assessments.</li><li>h) CPPHSA4015A – Assess impact of building elements on thermal performance of residential buildings.</li><li>i) CPPHSA4016A – Advise on options for enhancing thermal performance of residential buildings.</li><li>j) CPPHSA4017A – Cost measures to improve thermal performance of residential buildings.</li><li>k) CPPHSA4018A – Manage own work, professional development and ethical behaviour.</li><li>l) CPCBC4014A – Prepare simple building sketches and drawings.</li><li>m) CPPHSA4020 – Operate computer systems to support NatHERS assessment.</li><li>n) CPPHSA5001A – Assess thermal performance of complex residential buildings.</li><li>o) CPCCMN3004A – Respond to enquiries and complaints.</li></ul>
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- Yes — please attach a certified copy of the qualification or official transcript statements.
- No — please note that you may not be eligible for a licence.

## Section D — Evidence of qualifications/eligibility — Class B Building Assessor

Complete this section only if you are applying for a Class B Building Assessor licence.

<b>Qualification:</b>	<p>The successful completion of all of the following units of competency from the qualification - CPP41212 Certificate IV in NatHERS Assessment through a Registered Training Organisation:</p> <ul style="list-style-type: none"><li>a) BSBRSK401A – Identify risk and apply risk management processes.</li><li>b) CPPACC4015A – Follow site occupational health and safety requirements.</li><li>c) CPPCMN4008A – Read and extract information from plans, drawings and specifications for residential buildings.</li><li>d) CPPHSA4011A – Collect information to support NatHERS assessment.</li><li>e) CPPHSA4012A – Conduct NatHERS assessment of planned residential buildings.</li><li>f) CPPHSA4014A – Meet regulatory requirements when completing NatHERs assessments.</li><li>g) CPPHSA4015A – Assess impact of building elements on thermal performance of residential buildings.</li><li>h) CPPHSA4016A – Advise on options for enhancing thermal performance of residential buildings.</li><li>i) CPPHSA4017A – Cost measures to improve thermal performance of residential buildings.</li><li>j) CPPHSA4018A – Manage own work, professional development and ethical behaviour.</li><li>k) CPPHSA4020 – Operate computer systems to support NatHERS assessment.</li><li>l) CPPHSA5001A – Assess thermal performance of complex residential buildings.</li><li>m) CPPCMN3004A – Respond to enquiries and complaints.</li></ul>
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Yes — please attach a certified copy of the qualification or official transcript statements.

No — please note that you may not be eligible for a licence.

## Section E – Software Endorsement

A Building Assessor licence must be endorsed with a software endorsement. The Construction Occupations Registrar can only endorse a licence for the use of software if satisfied that licensee can safely and competently perform energy rating assessments in that type of software. Please indicate what software you wish to be endorsed for:

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**Do you have additional qualifications or training relevant to each endorsement above?**

Yes – please attach evidence of any additional qualifications/training. This could be a statement of attainment in the software or a letter from a Registered Training Organisation identifying what software was used to complete the unit of competencies required for the licence. For more information please see the *Construction Occupations (Licensing) Regulation 2004 Mandatory Qualifications Schedule*. This Schedule can be found at [www.legislation.act.gov.au](http://www.legislation.act.gov.au)

No

## Section F — Insurance Requirements

A building assessor must have adequate Professional Indemnity insurance to be eligible for a licence. The insurance certificate must state that the applicant is an insured person under the policy. If the insurance is in a company name then the insurance certificate must contain a clause stating that employees are covered, and a letter from a director must also be provided confirming that the applicant is an employee covered by the company's insurance policy. Insurance must also meet the minimum requirements as prescribed under section 16B(2) of the *Construction Occupations (Licensing) Regulation 2004* (the regulation).

Section 16B(2) of the regulation states 'an applicant is adequately insured if the applicant has professional indemnity insurance that provides

- a) indemnity against claims for breach of professional duty as a building assessor; and
- b) a minimum limit of indemnity of \$1,000,000 for a single claim.'

Yes — please attach a certified copy of the insurance certificate of currency, and if required, a copy of the insurance policy disclosure document.

No — please note that you may not be eligible for a licence.

## Section G — Evidence of Financial Resources

Evidence of financial resources is required to help demonstrate your ability to fulfil contractual obligations when providing construction services. Failure to provide information below may result in your licence being refused.

**1. Do you have access to financial resources adequate to complete works performed under the licence applied for?**

Yes — please skip the next question

No — complete next question

**2. If 'No' to the above, do you wish to only operate as an employee under the licence applied for?**

Yes — I understand a condition may be imposed on the licence if issued

No — please note that if you do not wish to have a licence restricted to employee only, then you must ensure you have financial resources as requested above or you may be ineligible for a licence.

**3. Are you currently, or previously have been, deemed bankrupt or personally insolvent?**

Yes — please attach details and official documentation of bankruptcy/insolvency  No

**4. I understand that it is a requirement under law that should my licence be issued, I must notify the Construction Occupations Registrar should I become bankrupt or personally insolvent.**

I have read and understand the above statement.

## Section H — Licence History Declarations

**1. Have you previously held a Building Assessor licence elsewhere in Australia or overseas?**

Yes — provide details below of most recent licence/s (attach an additional page if required)  No

State/Territory/Country \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. Is your licence as a Building Assessor, in Australia or overseas, currently suspended or cancelled?**

Yes — you must attach details  No

3. **Have you previously had a building assessor licence cancelled, refused or suspended in Australia or overseas?**
- Yes — you must provide comprehensive details in an attachment to this application  No
4. **I understand that I must notify the Construction Occupations Registrar if my building assessor licence is cancelled, refused or suspended in Australia or overseas.**
- I have read and understand the above statement.
5. **Has your building assessor licence ever been subject to conditions, undertakings, limitations or restrictions in Australia or overseas?**
- Yes — you must provide comprehensive details in an attachment to this application  No
6. **Are you disqualified under the *Construction Occupations (Licensing) Act 2004*, or a corresponding prior Act, from applying for licence, or being licensed, in a construction occupation?**
- Yes – you must provide comprehensive details in an attachment to this application  No
7. **Have you ever been, or are you currently, the subject of complaints, occupational discipline, demerit activity or rectification orders whilst licensed under the *Construction Occupations (Licensing) Act 2004*, a corresponding prior Act, or the law of another jurisdiction in Australia or overseas, where those proceedings were not finalised?**
- Yes – you must provide comprehensive details in an attachment to this application  No
8. **Have you been convicted or found guilty of a criminal offence\* that involves fraud, dishonesty or violence and is punishable by imprisonment of 1 year or more?**
- Yes — you must provide comprehensive details in an attachment to this application  No  
and a recent criminal history check (in the last three months).
- \*Please note: Spent convictions under the Spent Convictions Act 2000 do not need to be included in this declaration*
9. **I understand that it is a requirement under law that should my licence be issued I must notify the Construction Occupations Registrar if I am convicted of such an offence in the future.**
- I have read and understand the above statement.
10. **I understand that it is a requirement under law that should my licence be issued I must not perform any licensable building assessment services that is outside the scope of what the licence authorises.**
- I have read and understand the above statement.
11. **I understand that it is a requirement under law that should my licence be issued I must give evidence to clients of the insurance I hold as a licensed individual in relation to any relevant licensable construction service I intend to undertake prior to providing the services.**
- I have read and understand the above statement.
12. **I understand that it is a requirement under law that should my licence be issued I must only advertise licensable construction services with my full name (as it appears on the licence) and my individual licence number.\***
- I have read and understand the above statement.
- \*Please note: It is an offence to advertise licensable construction services as an individual without including the above.*
13. **I understand that it is a requirement under law that should I be issued a licence, all licensable assessment services I may perform under my building assessor licence must comply with all relevant legislation, codes and standards.**
- I have read and understand the above statement.

## Section I — Consent and Application Declaration

I,

\_\_\_\_\_ /  
*Insert name, address and occupation of person making the declaration*

make the following declaration:

**1. I declare:**

- a) that I make this application to the Construction Occupations Registrar for a construction occupations licence and that all statements, and the documents/information provided in support of the application, are accurate, true and correct.

**2. I authorise and consent:**

- a) to the Construction Occupations Registrar and Environment and Planning Directorate (EPD) to make enquiries of, and exchange information with, the relevant regulatory authorities of any Australian State or Territory, or other country, regarding my construction occupation licence and practice as a building assessor or otherwise regarding matters relevant to this application.
- b) to receiving information from the Construction Occupations Registrar relevant to my construction occupation licence or the construction industry electronically.

**3. I acknowledge:**

- a) that the Construction Occupations Registrar and EPD may validate documents provided in support of this application or wish to confirm my identity.
- b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted or additional fees being applied as per the statutory instrument authorising fees to be taken under the *Construction Occupations (Licensing) Act 2004*.
- c) that the Construction Occupations Registrar has the legal right to refuse my application if not satisfied that I am eligible to hold a licence or impose a condition on my licence if it is deemed necessary or desirable to protect the public.

**4. Should I be issued with a construction occupations licence I undertake:**

- a) to comply with the *Construction Occupations (Licensing) Act 2004* (and its operational Acts) and the codes, standards and guidelines relevant to my construction occupation licence when providing, or offering to provide, a relevant construction service.

**5. I believe that the statements (1 - 4) in this declaration are true and correct.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Section J — Payment Details

Upon lodgement of your application you will be required to pay an application assessment fee. This fee is **\$223.00** and is **non-refundable**.

You will be provided with a notice of decision in relation to your application. If your application is approved a licence term fee will be payable prior to the issue of your licence. Please note that additional fees may apply if you submit an incomplete application without required supporting documents. The licence term fee for one year is **\$231.00**.

## Section K — Lodgement and Contact Information

### **Access Canberra Environment Planning and Land Shopfront**

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Email: [epdcustomerservices@act.gov.au](mailto:epdcustomerservices@act.gov.au)