

Qualifications

Select any of the following qualifications and/ or training you have successfully completed*

Diploma of Building Design	Diploma of Architectural Technology
Diploma of Building Design Management	Associate Diploma in Applied Science (Architectural Drafting)
Advanced Diploma of Building Design	Advanced Diploma of Architectural Technology
Advanced Diploma of Sustainable Building	Associate Degree in Building Design
Design Graduate Certificate of Building	Degree in Building Design
Design Degree in Architecture	Degree in Building Design Management
Masters in Architecture	Graduate Diploma of Building Design

For each of the qualifications and/or training, complete the table below*

Course Code and Title of Qualification/ Training	Name of University or Registered Training Organisation (RTO)	State/ Territory	Year Completed
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For each of the qualifications and/ or training, you are required to attach the following:

- Copy of the qualification issued (eg. Diploma or Degree)
- Copy of the transcript of competency/subject results
- Copies are to be certified by a JP as a true and accurate copy of the original

Industry Information

I have been involved in the building design industry for*

Less than 2 years 2-3 years 3-5 years 5-7 years More than 7 years

Provide details of the most recent employer relevant to this application.

Employer

Business Name

Business Address

Suburb

State

Postcode

Email

Phone

Primary Contact Name

Period of Employment

From

To

Licensing &/or Registration Details

Are you currently Accredited/ Licensed/ Registered as a building designer with any State licensing bodies? Yes

* If yes, complete details below

Association	Accreditation/ Licence/ Registration		
	Type/Level e.g. Low Rise	Number	Year Attained
e.g. Building Designers Association of Australia (BDAA)			

Professional Indemnity Insurance

Do you hold current Professional Indemnity Insurance (PI) or other type of business insurance?* Yes

Note: Applicants who are employed by a company can be covered by that company's PI Insurance while undertaking design work for that company. In this instance, the company's PI Insurance details, Certificate of Currency and Letter of Employment/Engagement must be provided as a separate file (see page 4). Complete details below.

Insurer	Type of Insurance Cover	Amount Insured	Expiry Date
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The minimum level of PI Insurance for this level of accreditation is \$1 million for any single event and \$2 million in the aggregate.

You are required to submit a copy of your current PI Insurance Certificate of Currency*

Work Health and Safety Training

You are required to have completed Work Health and Safety Construction Induction and hold a current White Card/ General Construction Induction Training (GIT) Card.

I hold a current White Card and/or General Construction Induction Training (GIT) Card* Yes

You are required to attach a copy with your application*

Continuing Professional Development

As a BDAA Accredited building designer, you are required to maintain a level of competence in an ever-changing industry environment and undertake Continuing Professional Development (CPD) throughout the term of your Accreditation.

The CPD must be an approved program conducted by an accepted industry body. Renewal of Accreditation is dependent upon satisfactory completion of 20 CPD Points in the preceding 12 months. This requirement includes 10 formal CPD points and 10 informal CPD points.

I agree to participate in CPD and meet the minimum requirements whilst I am an Accredited BDAA building designer* Yes

I agree to completing a log of my CPD in my account on the BDAA Website. Yes

Legal Declaration

Within the last 10 years, have you been:

- Convicted or found guilty of any offence involving fraud or dishonesty?
- Convicted or found guilty of any offence involving violence or the sexual crimes act?
- Convicted or found guilty of any offence under any law relating to your work as a building designer?
- Suspended, or cancelled from holding accreditation/ licensing/ registration as a building designer in any state/ territory or country other than Australia?
- Insolvent or bankrupt?
- Declined, cancelled or had special conditions applied to any indemnity insurance relating to your work as a building designer?
- Declined, cancelled or had special conditions applied to any indemnity insurance relating to your work as a building designer?

No

If any of the above are true, complete the following questions in the text box below:

* What were the offenses or breaches? * In which state / territory / country did the event occur?

* When did the event occur? * What were the circumstances? * What was the penalty / outcome?

I have truthfully answered all questions in this Legal Declaration: Yes.

Statutory Declaration

Download a copy of the BDAA Statutory Declaration. Print & complete the statutory declaration, witnessed by an authorised witness, as per the statutory declaration and submit as an electronic attachment titled: *Your Surname - Statutory Declaration*.*

By submitting a Statutory Declaration, Applicants are confirming their responses in the application form are true and correct and the supporting documents are of their own making.

Please note that there are severe penalties for providing false or misleading information on a Statutory Declaration.

NCC Questionnaire

Applicants will be sent a NCC Questionnaire on payment of the application fee. Complete the answers where indicated, save, and return it to our officer as soon as possible.* Use file name: *Your Surname - NCC Questionnaire*.

The NCC Questionnaire must be saved using Adobe Acrobat Reader and remain 'editable' when saved.

Submission of Your Application and File Naming Format

ALL FILES MUST USE THE FOLLOWING FILE NAMING FORMAT:

'APPLICATION SUBMISSION' PAGE - FILE NAMING FORMAT:

Your Surname - Application Form; Your Surname - Qualifications - (Copies of qualifications must be JP Certified); Your Surname - White Card; Your Surname - PII Certificate; Your Surname - Letter of Employment-Engagement - (If required); Your Surname - Statutory Declaration.

'PROJECT DOCUMENT' Page - FILE NAMING FORMAT:

Your Surname - Project (1, 2 or 3) - Plans - (Plans must be CC, CDC or Building Approved Plans. DA plans not accepted); Your Surname - Project (1, 2 or 3) - Specification; Your Surname - Project (1, 2 or 3) - Performance Report; Your Surname - Project (1, 2 or 3) - Statutory Declaration.

'SUPPORTING DOCUMENTATION' PAGE - FILE NAMING FORMAT

Create a 'zip' folder named *Your Surname - Project (1, 2 or 3)* which contains only the following files:

Your Surname - Project (1, 2 or 3) - Approval Letter - (If your plans are not approving authority stamped); Your Surname - Project (1, 2 or 3) - BASIX Certificate (or Section J Report for commercial Classes 4 - 9); Your Surname - Project (2 or 3) - BCA Report (for classes 2 - 9); Your Surname - Project (2 or 3) - Fire Report (for classes 2 - 9); Your Surname - Project (1, 2 or 3) - Stormwater Plans; Your Surname - Project (1, 2 or 3) - Structural Drawings; Your Surname - Project (1, 2 or 3) - 3D Render; Your Surname - Project (1, 2 or 3) - (Kitchen, Bathroom or Laundry) Details.

NOTE

- Large single files containing many elements, eg. drawings, certificates, reports, approval, structural drawings, will not be accepted. Ensure files are separate as described above.
- Ensure all documents are orientated correctly.
- Please take care to follow the file naming format & submission instructions. Failure to do so may incur a resubmission fee.

Accreditation Application Assessment Outcome - (Office Use Only)

Assessor Recommendation: Approve Reject Date:

Assessor Signature:

Assessment Committee (If Required): Approve Reject Date:

Accreditation Manager Signature:

Uncheck Type - Manager Use Only

Project 1 Documents (Required for all applicants)

(Class 1 building)

Note: Licensing / Registration requirements vary in each State/Territory. Check the requirements in your State/Territory prior to undertaking projects.

Client/Designer Contract (Signed and dated - must show site address - redact private or commercially sensitive material. If there was no contract for this project, provide an explanation why at the bottom of this page and submit a copy of the contract you currently use).

Construction Certificate, Complying Development Certificate or Building Approval **plans** (preferably stamped - or attach approval letter as a separate file) **Development Application approved plans will not be accepted.**

Specifications – to be on plan, or if a separate document - project specific.

Completed project report. On pages 8 and 9.

Completed performance report. The form on page 8 must be used.
(Choose either a supervisor / client / builder or sub-consultant to complete, in their handwriting).

Construction Certificate / Complying Development Certificate / Building Approval plans to include - Project 1:

To be completed by all applicants.

Drawings missing items, will require a resubmission which may incur a charge, unless an explanation has been provided, and do not tick boxes of items not included in application. Provide explanations in the text box at the bottom of this page.

All the following files, drawings, items, are **mandatory**, and are to relate to Project 1.

Title block. (including business details, designer, 'drawn by' Applicant and revision number with Applicant initials)

Site plan. Site and planning restrictions identified and noted. (e.g height, setbacks, easements)

Floor plans. (must show detailed dimensioning & annotation)

Elevations.

Sections.

Roof plan.

Window / Door Schedules. (On plan)

BASIX Certificate / NatHERS Certificate. (Provided by yourself or consultant as a separate file)

Notations to include any fire resistance and/or fire safety requirements.
(provided by yourself or consultant - for Class 1 & 10 buildings, smoke alarms shown on floor plans will be accepted)

Notated and dimensioned to meet NCC/ Australian Standard requirements.

If additions, new work to be highlighted (preferably in colour) that clearly defines existing and new works.

Safe design sheet. (Provided by yourself as a sheet in your plans and must cover risk management for occupants throughout the life of the building). Accredited Building Designers must supply these with all projects undertaken regardless of Building Class.

Waterproofing Details. (Not to be generic, but relevant to the project.)

Stair Details. (If 2 storey. Treads numbered on floor plans, riser & going dimensions, headroom & construction method shown.)

While it is preferable the following drawings, files, items, be provided for each project, one example (either from one of your projects, or a separate project example) will be accepted. At least one example of each of the following is mandatory.

Internal elevations of at least one kitchen/ bathroom detailing joinery (cupboards and extent of tiling, etc).

Rendered perspective (3D view) to best demonstrate design and finishes.

Stormwater Plans (by yourself or consultant).

Structural Drawings.

If you are unable to provide any of the preceding files, items, etc, for Project 1, provide an explanation in the following text box. An explanation is mandatory for any missing files/items.

Note: All plans to meet the requirements of AS1100 Technical Drawing.

Specifications – Project 1

To be completed by all applicants. Provision of specifications is mandatory.

Specifications missing minimum necessary items, will require a resubmission which may incur a charge.

All items below must be included.

If your project included non-standard requirements, then these must be specified.

Check that the above items appear in your specification & do not tick boxes for items not included.

On plan, or if a separate document, it must be project specific.

Specification provided to client as a drawing sheet or separate specification document.

Includes a full set of preliminaries.

Demonstrates regulatory requirements and references standards.

Clearly describes the nature of the scope of work.

Includes prescriptive and performance requirements.

Accepted Specification Types

For Class 1 and 10 buildings, specifications can be included on drawing sheets. 'Standard' or pro-forma specifications will be accepted provided the site address, owners name, etc, are completed on the cover page.

Note: Provision of specifications is mandatory for each project, whether or not a specification as described above was required by the Principal Certifying Authority for this project.

Project Report – Project 1

To be completed by all applicants.

Reports missing items, will require a resubmission which may incur a charge.

What is the National Construction Code (NCC) Classification of this building Type? (select all applicable)

<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 4	<input type="checkbox"/> Class 5
<input type="checkbox"/> Class 6	<input type="checkbox"/> Class 7	<input type="checkbox"/> Class 8	<input type="checkbox"/> Class 9	<input type="checkbox"/> Class 10

Did you use Deemed to Satisfy (DTS) provisions alone, or did you use Performance Based Solutions (PBS) in obtaining construction approval?

Deemed to Satisfy. Performance Based Solutions were included.

(For PBS, supply a copy of the written solution prepared by you or your consultant as a separate file)

1. What was the client's design brief for the project?

2. Describe how the client brief was met and the process you undertook to obtain the client's approval of your design.

3. What were the challenges in obtaining design and/ or construction approval with various authorities/ regulations and how did you overcome these?

4. What energy efficient design solutions were included in the project, other than what was required by BASIX?

5. What cost effective design solutions were included in the project?

6. What was your involvement with the client and other stakeholders in the project? were others involved - Explain.

7. What was your involvement in the design and documentation of the project? Were others involved? - Explain.

8. What was your involvement with regulatory authorities? Were others involved? - Explain.

9. What was your involvement during administration of the Construction Contract?
(Include information on your role in defect resolution and Certificates of Completion)

10. List all consultants involved with this project.

11. What risk management activities do you implement with each project you undertake?
Eg. Safe Design / OHS Safety Sheet in drawings.
(must include risk management for occupants throughout the life of the building)

12. Reflect on how this project could have been better designed &/or managed.

Performance Report - Project 1

Print a copy of this form, then submit a scanned copy as a separate document. Do not remove this page.

- This reference is to be provided by technical supervisor/client/builder or sub-consultant, handwritten in their own words and signed by the author. Family members cannot be a referees.
- Only one Performance Report having a technical supervisor/colleague as the referee will be accepted. Further Performance Reports must have referees external to the building design practice.
- A different referee is required for each project submitted.
- Please note that the referee may be contacted to confirm details in this report.
- Submit this Performance Report using the file name *Your Surname - Project 1 - Performance Report*.

To the referee: Please complete this form to describe the applicant's building design work.

Referee

First Name

Surname

Business name

Business Address

State/ Territory

Postcode

Email

Mobile

Accreditation/ Licence/ Registration number (if applicable)

State

Your relationship with the designer

What was the applicant's involvement in the project?

E.g. design, documentation, building approvals, internal finishes, landscaping, document control, project management.

What was the referee's involvement in the project?

What comments does the referee have with regards to the applicant's work on the project? *Note: This must be handwritten in the referee's own words.*

Signature

Date

Project 2 Documents (Required for all applicants)

(Either a Class 1 building up to 2 storeys, or a Class 2 - 9 building up to a maximum of 2 storeys, not including levels below ground for car parking and/or storage that does not protrude more than 1.2m above ground level, and a maximum floor area of 2000m²)

Note: Licensing / Registration requirements vary in each State/Territory. Check the requirements in your State/Territory prior to undertaking projects.

Client/Designer Contract (Signed and dated - must show site address - redact private or commercially sensitive material. If there was no contract for this project, provide an explanation why at the bottom of this page and submit a copy of the contract you currently use).

Construction Certificate, Complying Development Certificate or Building Approval **plans** (preferably Approving Authority stamped - or attach approval letter as a separate file) **Development Application approved plans will not be accepted.**

Specifications (to be on plan, or if a separate document - project specific. If project 2 is not class 1, a separate document is required)

Completed project report. (On pages 8 and 9.)

Completed performance report. (The form on page 12 must be used. Choose either a supervisor / client / builder or sub-consultant to complete, in their handwriting).

Construction Certificate / Complying Development Certificate / Building Approval plans to include - Project 2:

To be completed by all applicants.

Drawings missing items, will require a resubmission which may incur a charge, unless an explanation has been provided, and do not tick boxes of items not included in application. Provide explanations in the text box at the bottom of this page.

All the following files, drawings, items, are **mandatory**, and are to relate to Project 2.

Title block. (including business details, designer, 'drawn by' Applicant and revision number with Applicant initials)

Site plan. Site and planning restrictions identified and noted. (e.g height, setbacks, easements)

Floor plans. (must show detailed dimensioning & annotation)

Elevations.

Sections.

Roof plan.

Window / Door Schedules. (On plan)

BASIX Certificate / NatHERS Certificate / NCC Section J Report. (provided by yourself or consultant as a separate file)

Notations to include any fire resistance and/or fire safety requirements.
(provided by yourself or consultant - for Class 1 & 10 buildings, smoke alarms shown on floor plans will be accepted)

BCA Report (By a Consultant, and must be provided for NCC Classes 2 - 9)

Fire Report (Can be contained in the BCA Report, by a Consultant, and must be provided for NCC Classes 2 - 9)

Notated and dimensioned to meet NCC / Australian Standard requirements.

If additions, new work to be highlighted (preferably in colour) that clearly defines existing and new works.

Safe Design Sheet or Report. (Provided by yourself as a sheet in your plans for Classes 1 & 10 or a report for Classes 2 - 9 and must cover risk management for occupants throughout the life of the building).

Waterproofing Details. (Not to be generic, but relevant to the project.)

Stair Details. (If 2 storey. Treads numbered on floor plans, riser & going dimensions, headroom & construction method shown.)

While it is preferable the following drawings, files, items, be provided for each project, one example (either from one of your projects, or a separate project example) will be accepted. At least one example of each of the following is mandatory.

Internal elevations of at least one kitchen/ bathroom detailing joinery (cupboards and extent of tiling, etc).

Rendered perspective (3D view) to best demonstrate design and finishes.

Stormwater Plans (by yourself or consultant).

Structural Drawings.

If you are unable to provide any of the preceding files, items, etc, for Project 2, provide an explanation in the following text box. An explanation is mandatory for any missing files/items.

Note: All plans to meet the requirements of AS1100 Technical Drawing.

Specifications – Project 2

To be completed by all applicants. Provision of specifications is mandatory.

Specifications missing minimum necessary items, will require a resubmission which may incur a charge.

All items below must be included.

If your project included non-standard requirements, then these must be specified.

Check that the above items appear in your specification & do not tick boxes for items not included.

On plan, or if a separate document, it must be project specific.

Specification provided to client as a drawing sheet or separate specification document.

Includes a full set of preliminaries.

Identifies WH&S roles, responsibilities and rights of parties.

Demonstrates regulatory requirements and references standards.

Clearly describes the nature of the scope of work.

Includes prescriptive and performance requirements.

Accepted Specification Types

For Class 1 and 10 buildings, specifications can be included on drawing sheets. 'Standard' or pro-forma specifications will be accepted provided the site address, owners name, etc, are completed on the cover page.

For Class 2 to 9 buildings, a project-specific, purpose-written set of Specifications is required containing a full set of clauses covering all the Preliminary Items and Trades required to complete the project.

Note: Provision of specifications is mandatory for each project, whether or not a specification as described above was required by the Principal Certifying Authority for this project.

Project Report – Project 2

To be completed by all applicants.

Reports missing items, will require a resubmission which may incur a charge.

What is the National Construction Code (NCC) Classification of this building Type? (select all applicable)

<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 4	<input type="checkbox"/> Class 5
<input type="checkbox"/> Class 6	<input type="checkbox"/> Class 7	<input type="checkbox"/> Class 8	<input type="checkbox"/> Class 9	<input type="checkbox"/> Class 10

If this project was not NCC Class 1, what is the NCC Construction Type? Type A Type B Type C

Did you use Deemed to Satisfy (DTS) provisions alone, or did you use Performance Based Solutions (PBS) in obtaining construction approval?

Deemed to Satisfy. Performance Based Solutions were included.

(For PBS, supply a copy of the written solution prepared by you or your consultant as a separate file)

1. What was the client's design brief for the project?

2. Describe how the client brief was met and the process you undertook to obtain the client's approval of your design.

3. What were the challenges in obtaining design and/ or construction approval with various authorities/ regulations and how did you overcome these?

4. What energy efficient design solutions were included in the project, other than what was required by BASIX?

5. What cost effective design solutions were included in the project?

6. What was your involvement with the client and other stakeholders in the project? were others involved - Explain.

7. What was your involvement in the design and documentation of the project? Were others involved? - Explain.

8. What was your involvement with regulatory authorities? Were others involved? - Explain.

9. What was your involvement during administration of the Construction Contract?
(Include information on your role in defect resolution and Certificates of Completion)

10. List all consultants involved with this project.

11. What risk management activities do you implement with each project you undertake?
Eg. Safe Design / OHS Safety Sheet in drawings.
(must include risk management for occupants throughout the life of the building)

12. Reflect on how this project could have been better designed &/or managed.

Performance Report - Project 2

Print a copy of this form, then submit a scanned copy as a separate document. Do not remove this page.

- This reference is to be provided by technical supervisor/client/builder or sub-consultant, handwritten in their own words and signed by the author. Family members cannot be a referees.
- Only one Performance Report having a technical supervisor/colleague as the referee will be accepted. Further Performance Reports must have referees external to the building design practice.
- A different referee is required for each project submitted.
- Please note that the referee may be contacted to confirm details in this report.
- Submit this Performance Report using the file name *Your Surname - Project 2 - Performance Report*.

To the referee: Please complete this form to describe the applicant's building design work.

Referee

First Name

Surname

Business name

Business Address

State/ Territory

Postcode

Email

Mobile

Accreditation/ Licence/ Registration number (if applicable)

State

Your relationship with the designer

What was the applicant's involvement in the project?

E.g. design, documentation, building approvals, internal finishes, landscaping, document control, project management.

What was the referee's involvement in the project?

What comments does the referee have with regards to the applicant's work on the project? *Note: This must be handwritten in the referee's own words.*

Signature

Date