

Accreditation Application Form – Open Level

Your Details

First/Given name*

Surname/Family Name*

Email*

Mobile*

Initial Instructions

Please read the following Initial Instructions:

- Save and complete this form using your computer – do not handwrite.
- The application form must remain 'editable'. Only 'Adobe Acrobat Reader' should be used to save this form.
- Please complete each section and upload your documentation in the On-line Lodgment Form on the BDAA website.
- Items marked * must be completed.
- Incomplete applications cannot be processed, & may incur a resubmission fee.
- Please see page 5 for instructions on how to name your files using the required file naming format.
- Do not delete any pages from this application form.
- Further instructions appear throughout this application form.
- Submitted projects must have been completed during the last 10 years. The CC/CDC approval date will be used as the reference.
- All plans submitted must be Construction Certificate, Complying Development Certificate or Building Approval Plans. Development Application plans will not be accepted.
- Submitted projects that are alterations & additions can be submitted, but must include substantial external additions to the existing building. There must be additional floors, external walls, roof & windows.
- 'Change of Use' projects are generally not accepted, unless the project includes substantial external additions to the existing building. There must be additional floors, external walls, roof & windows.
- Prior to final submission, please check to ensure this application form is the latest version.
- Note that Licensing / Registration requirements vary in each State/Territory. Check the requirements in your State/ Territory prior to undertaking projects.

I have read the BDAA Participant Handbook.

Accreditation Assessment Method Type

Select the assessment method that is applicable*

Type A Assessment Method – Prescribed Educational Qualification + **five (5) years (2000 hours)** building design work experience. *For this type of assessment, you are required to provide two (2) recent* projects.. Two projects that are Class 2 - 9 multi-storey buildings, of three (3) storeys and above, and greater 2000m².*

Note: For overseas qualifications, you are required to complete a 'Type B' application. unless you have had your overseas qualifications certified by the AACA or the VETASSESS process. In which case attach this document to your qualifications then provide a Type A application. Make sure that both your qualifications and the certification document copies are JP certified.

Type B Assessment Method – No Prescribed Educational Qualification + **seven (7) years (3000 hours)** building design work experience. *For this type of assessment, you are required to provide three (3) recent* projects. Three projects that are Class 2 - 9 multi-storey buildings, of three (3) storeys and above, and greater 2000m².*

Note:

- Licensing / Registration requirements vary in each State/Territory. Check the requirements in your state/territory prior to undertaking projects.
- Refer to the BDAA Participant Handbook or for a current list of accepted Prescribed Educational Qualifications for Open Level Accreditation.
- Work Experience is assuming a minimum of 1000 hours working in the industry per year of industry experience required.

Qualifications

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

- | | |
|---|--------------------------------------|
| Design Graduate Certificate of Building | Degree in Building Design |
| Design Degree in Architecture | Degree in Building Design Management |
| Degree in Architecture | Graduate Diploma of Building Design |
| Masters in Architecture | |

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*

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 5). 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 \$2 million for any single event and \$4 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.

Management Report

To be completed by all applicants.* Reports missing items, will require a resubmission which may incur a charge

Describe your office structure in relation to staff employed.

Include information on whether your staff are permanent employees or subcontractors, whether they work from your office, and how tasks are divided amongst staff.

What processes are in place to recruit and train new staff members? And to review their performance?

What processes are in place to monitor the operational performance of the business?

Provide an example of a time when either the business or an employee was underperforming. Describe how you identified the underperformance and your process to rectify the issue.

What office procedures are in place to ensure the quality and compliance of drawings and documentation produced are of a high standard?

Do you have a standardised process of collaborating with other consultants (e.g engineers, fabricators, quantity surveyors) on projects using BIM project models?

How are drawings and documents archived in the office to meet legislative requirements?

Describe the process for contract administration in relation to preparation of tender documents, reviewing tender responses and awarding the building contract.

Describe the process of contract administration for a project, what processes are in place for variations, managing disputes regarding quality, cost or timelines, and identification of and rectification of building defects?

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 (1, 2 or 3) - BCA Report; Your Surname - Project (1, 2 or 3) - Fire Report; 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; Your Surname - Project (1, 2 or 3) - Builders Tender Documents (Required for one of your projects)

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)

(A Class 2 - 9 multi-storey building of three (3) storeys or above and greater than 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 stamped - or attach approval letter as a separate file) **Development Application approved plans will not be accepted.**

Specifications – as a separate document and must be project specific.

Completed project report. On pages 7 and 8.

Completed performance report. The form on page 9 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 / 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)

BCA Report (By Consultant)

Fire Report (By Consultant)

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 Report. (Provided by yourself and must cover risk management for occupants throughout the life of the building).

Stormwater Plans.

Structural Drawings.

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.

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

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

While it is preferable that 'Builders Tender Documents' be provided for each project, one example relating to one of your projects will be acceptable. At least one example of 'Builders Tender Documents' is mandatory.

Builders Tender Documents

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.

To be project specific.

Specification provided to client as a separate specification document.

Includes a full set of preliminaries.

Demonstrates obligations and rights of parties.

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

Identifies forms of communication and time frames between parties, including management of variations.

Demonstrates regulatory requirements and references standards.

Clearly describes the nature of the scope of work.

Includes prescriptive and performance requirements.

Where non-standard requirements are included, technical information is obtained from specialists. (see note above)

Includes process for monitoring defects and project risks.

Accepted Specification Types

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 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)

Class 1	Class 2	Class 3	Class 4	Class 5
Class 6	Class 7	Class 8	Class 9	Class 10

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?

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

6. Demonstrate compliance with accessibility legislation by listing the accessible design solutions you included in the project.

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

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

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

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

11. List all consultants involved with this project.

12. 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)

13. Describe the reasons for your main material selections and construction methods (structure and envelope) and their effect on the time and cost of the project, compliance with regulations and environmental impact.

14. 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)

(A Class 2 - 9 multi-storey building of three (3) storeys or above and greater than 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 11 and 12.)

Completed performance report. (The form on page 13 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)

BCA Report (By a Consultant)

Fire Report (By a Consultant)

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 Report. (Provided by yourself and must cover risk management for occupants throughout the life of the building).

Stormwater Plans.

Structural Drawings.

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.

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

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

While it is preferable that 'Builders Tender Documents' be provided for each project, one example relating to one of your projects will be acceptable. At least one example of 'Builders Tender Documents' is mandatory.

Builders Tender Documents

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.

To be project specific.

Specification provided to client as a separate specification document.

Includes a full set of preliminaries.

Demonstrates obligations and rights of parties. WH&S roles, responsibilities and rights of parties.

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

Identifies forms of communication and time frames between parties, including management of variations.

Demonstrates regulatory requirements and references standards.

Clearly describes the nature of the scope of work.

Includes prescriptive and performance requirements.

Where non-standard requirements are included, technical information is obtained from specialists. (see note above)

Includes process for monitoring defects and project risks.

Accepted Specification Types

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)

Class 1	Class 2	Class 3	Class 4	Class 5
Class 6	Class 7	Class 8	Class 9	Class 10

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?

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

6. Demonstrate compliance with accessibility legislation by listing the accessible design solutions you included in the project.

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

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

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

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

11. List all consultants involved with this project.

12. 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)

13. Describe the reasons for your main material selections and construction methods (structure and envelope) and their effect on the time and cost of the project, compliance with regulations and environmental impact.

14. 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