



BUILDING DESIGNERS
ASSOCIATION OF AUSTRALIA

Accreditation Application Form – Low Rise

- Save and complete this form on your computer – do not handwrite.
- Please complete Parts A – N and attach supporting documentation.
- Items marked * must be completed. Incomplete applications cannot be processed.

PART A – PERSONAL DETAILS

First name*	Surname*	
Residential address*		
Suburb*	State/ Territory*	Postcode*
Email*	Mobile*	
Postal address (if different from above)		
Suburb	State/ Territory	Postcode

PART B – ACCREDITATION ASSESSMENT TYPE

Select the assessment method you are applying for*

Type A – Prescribed Educational Qualification + two (2) years (2000 hours) building design work experience

For this type of assessment, you are required to provide two (2) projects.

One project to be a Class 1 building and the other project to be either a single or two (2) storey Class 1 building or a Class 2-9 building up to a maximum of two (2) storeys (not including levels below ground for car parking and/or storage that does not protrude more than 1.2 metres above ground level) and a maximum floor area of 2000m². Excludes Type A construction.

Type B – No Prescribed Educational Qualification + three (3) years (3000 hours) building design work experience

For this type of assessment, you are required to provide three (3) projects.

One project to be a Class 1 building and two projects to be either a two (2) storey Class 1 building or a Class 2-9 building up to a maximum of two (2) storeys (not including levels below ground for car parking and/or storage that does not protrude more than 1.2 metres above ground level) and a maximum floor area of 2000m². Excludes Type A construction.

Note:

Refer to Participant Handbook or www.bdaa.com.au for current list of accepted Prescribed Educational Qualifications.

Work Experience is assuming a minimum of 1000 hours working in the industry per year of industry experience required.

PART C – QUALIFICATIONS

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

Diploma of Building Design	Diploma of Architectural Technology
Advanced Diploma of Building Design	Advanced Diploma of Architectural Technology
Advanced Diploma of Sustainable Building Design	Associate Degree in Building Design
Graduate Certificate of Building Design	Degree in Building Design
Degree in Architecture	Graduate Diploma of Building Design
Masters in Architecture	Other industry related qualifications and/ or training
No industry related qualifications	

ASSESSOR
CHECKER

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 transcript of competency/subject results
- Copy of the qualification issued
- Copies are to be signed by a JP as a true and accurate copy of the original

PART D – 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 at least one employer relevant to this application (starting with the most recent)

Employer 1*

Business Name

Business Address

Suburb

State

Postcode

Email

Phone

Primary Contact Name

Employer 2

Business Name

Business Address

Suburb

State

Postcode

Email

Phone

Primary Contact Name

Employer 3

Business Name

Business Address

Suburb

State

Postcode

Email

Phone

Primary Contact Name

PART E – BUSINESS DETAILS

Do you currently have, or intend to have a building design business?*

Yes

No

If yes, complete details below

Business Name	ABN		
Business Trading Name			
Business Address			
Suburb	State	Postcode	
Email	Phone		
Business structure	Sole Trader	Company	Partnership

If you have a partnership, complete details below

Name Of Partner	Email Address
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PART F – MEMBERSHIP AND ACCREDITATION/ LICENSING/ REGISTRATION INFORMATION

Are you a member of any of the building design associations listed below?*

Building Designers Association of Australia (BDAA)	Yes
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Building Designers Association of Queensland (BDAQ)	Yes
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Design Matters	Yes
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Building Designers Association of Western Australia (BDAAWA)	Yes
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Building Designers Association of the Northern Territory (BDANT)	Yes
--	-----

Australian Institute of Architects (AIA)	Yes
--	-----

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

Yes

No

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

PART G – INSURANCE

Do you hold current Professional Indemnity Insurance (PI) or other type of business insurance?*(C1.4, C10.1) 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 and Certificate of Currency must be provided. Complete details below

Insurer	Type of Insurance Cover	Amount Insured	Expiry Date
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You are required to submit a copy of your current PI Insurance certificate*

PART H – 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*

PART I – 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 25 CPD Points per annum. The 25 points per annum is calculated as an average, where a minimum total of 75 points has been attained over three (3) consecutive years.

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

I agree to submitting a log of my CPD annually at Accreditation renewal* Yes

PART J – DECLARATION

You must truthfully answer all questions by ticking the box

Within the last 10 years, have you been:

Convicted or found guilty of any offence involving fraud or dishonesty?*	Yes	No
Convicted or found guilty of any offence involving violence or the sexual crimes act?*	Yes	No
Convicted or found guilty of any offence under any law relating to your work as a building designer?*	Yes	No
Suspended, or cancelled from holding accreditation/ licensing/ registration as a building designer in any state/ territory or country other than Australia?*	Yes	No
Insolvent or bankrupt?*	Yes	No
Declined, cancelled or had special conditions applied to any indemnity insurance relating to your work as a building designer?*	Yes	No

If you answered Yes to any of the above, complete the questions below.

What were the offences 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?

PART L – APPLICATION FEES AND PAYMENT METHOD

Low Rise Accreditation Application	\$1320.00
Resubmission fee due to incomplete/ inadequate application	\$100.00
Low Rise Accreditation Annual Renewal Fee after first year	\$350.00

All figures include GST

If an application for Accreditation is refused, no refund will be issued.

Once your application has been received, you will be forwarded an invoice for the application fee noted above. Upon receipt of payment, your application will be registered for processing.

PART M – ACCREDITATION APPLICATION CHECKLIST

Tick every box once you have completed the section

Part A	Personal details
Part B	Accreditation assessment type
Part C	Qualifications
Part D	Industry information
Part E	Business details
Part F	Membership and accreditation/ licensing/ registration information
Part G	Insurance
Part H	Work Health and Safety
Part I	Continuing Professional Development
Part J	Declaration
Part K	Statutory Declaration
Part L	Application fee paid
Electronic Attachments	
	Copies of Qualifications
	White Card / GIT Card
	Professional Indemnity Insurance Certificate of Currency
	Statutory declaration

Note: all files to have the following naming format: Surname – document type e.g. *Smith – white card*

PART N – PROJECT DOCUMENTS

For each project you must **complete and** attach the following documentation:

PROJECT 1 (required for all applicants)***(Class 1 building)***

Designer - Client contract (private or commercially sensitive material may be blacked out – site address needs to be included)

Construction Certificate/ Building Approval plans (preferably stamped)

Completed drawing checklist template

Specifications – to be project specific

Completed specification checklist template

Completed project report template

Completed performance report template (choose either a supervisor / client / builder or sub-consultant to complete)

Any additional supporting documents

PROJECT 2 (required for all applicants)***(Single or two (2) storey Class 1 building or a Class 2-9 building up to a maximum of two (2) storeys (not including levels below ground for car parking and/or storage that does not protrude more than 1.2 metres above ground level) and a maximum floor area of 2000m²)***

Designer - Client contract (private or commercially sensitive material may be blacked out – site address needs to be included)

Construction Certificate/ Building Approval plans (preferably stamped)

Completed drawing checklist template

Specifications – to be project specific

Completed specification checklist template

Completed project report template

Completed performance report template (choose either a supervisor / client / builder or sub-consultant to complete)

Any additional supporting documents

PROJECT 3 (additional project required for applicants with no Prescribed Educational Qualification)***(Either a two (2) storey Class 1 building or a Class 2-9 building up to a maximum of two (2) storeys (not including levels below ground for car parking and/or storage that does not protrude more than 1.2 metres above ground level) and a maximum floor area of 2000m²)***

Designer - Client contract (private or commercially sensitive material may be blacked out – site address needs to be included)

Construction Certificate/ Building Approval plans (preferably stamped)

Completed drawing checklist template

Specifications – to be project specific

Completed specification checklist template

Completed project report template

Completed performance report template (choose either a supervisor / client / builder or sub-consultant to complete)

Any additional supporting documents

Note: all files to have the following naming format:

Surname – project number - document type e.g. *Smith – project 1 - specifications*

Drawing Checklist – Project 1

Class 1 building

To be completed by all applicants.

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

Construction Certificate/ Building Approval plans to include:

Title block (including business details, designer, drawn by and revision)

Site plan

Floor plan

Elevations

Sections

Internal elevations of at least one kitchen/ bathroom detailing joinery

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

Roof plan

Notated and dimensioned to meet NCC/ Australian Standard requirements

Notations to include any fire resistance and/or fire safety requirements and/or BCA report
(provided by yourself or consultant)

New work highlighted in colour or clearly defines existing and new works

Window / door schedules

BASIX/ NatHers/ NCC Section J requirements (provided by yourself or consultant)

Innovative and energy efficient design solutions noted

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

Stormwater drainage (provided by yourself or consultant)

Structural drawings (provided by yourself or consultant)

Services plan e.g. electrical/ hydraulic plan/ A/C/ smoke detectors/ exit signs (provided by yourself or consultant)

Safe design sheet and/or risk management report (provided by yourself or consultant)

Optional drawings:

Shadow diagrams

Sediment control plan

Waste management plan

Note: All plans to meet requirements of AS1100 Technical Drawing

For Office Use

Checker/Assessor notes:

Specification Checklist – Project 1

Class 1 building

To be completed by all applicants.

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

Specifications to include:

To be project specific

Specification provided to client as a drawing sheet or specification document

Includes preliminaries

Demonstrates contractual obligations and rights of parties

Identifies WH&S roles, responsibilities and rights of parties

Identifies forms of communication and time frames between parties

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

Includes process for monitoring defects and project risks

For Office Use

Checker/Assessor notes:

Project Report – Project 1

Class 1 building

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? (c8.2) (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 National Construction Code (NCC) Construction Type? Type A Type B Type C

Did you use Deemed to Satisfy (DTS) or Performance Based Solutions in obtaining construction approval?

Deemed to Satisfy Performance Based Solutions

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

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

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

What innovative and/or energy efficient design solutions were included in the project?

What cost effective design solutions were included in the project?

What was your involvement with the client and other stakeholders in the project?

What was your involvement in the design and documentation of the project?

What was your involvement with regulatory authorities?

What other consultants were used in the project?

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

What risk management activities do you implement with each project you undertake?
Eg. Safe Design Report, Safety Sheet in drawings.

For Office Use

Checker/Assessor notes:

Performance Report – Project 1

PRINT A COPY OF THIS FORM AND SUBMIT AS AN ELECTRONIC ATTACHMENT

Provided by technical supervisor/ client/ builder or subconsultant

Complete this form to describe the applicant's building design work.

Please note you may be contacted to confirm details in this report.

Referee		
First Name	Surname	
Business name		
Business Address		
State/ Territory	Postcode	
Email	Mobile	
Accreditation/ Licence/ Registration number (if applicable)		State

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?

Signature

Date

For Office Use

Checker/Assessor notes:

Drawing Checklist – Project 2

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

To be completed by all applicants.

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

Construction Certificate/ Building Approval plans to include:

Title block (including business details, designer, drawn by and revision)

Site plan

Floor plan

Elevations

Sections

Internal elevations of at least one kitchen/ bathroom detailing joinery

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

Roof plan

Notated and dimensioned to meet NCC/ Australian Standard requirements

Notations to include any fire resistance and/or fire safety requirements and/or BCA report
(provided by yourself or consultant)

New work highlighted in colour or clearly defines existing and new works

Window / door schedules

BASIX/ NatHers/ NCC Section J requirements (provided by yourself or consultant)

Innovative and energy efficient design solutions noted

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

Stormwater drainage (provided by yourself or consultant)

Structural drawings (provided by yourself or consultant)

Services plan e.g. electrical/ hydraulic plan/ A/C/ smoke detectors/ exit signs (provided by yourself or consultant)

Safe design sheet and/or risk management report (provided by yourself or consultant)

Optional drawings:

Shadow diagrams

Sediment control plan

Waste management plan

Note: All plans to meet requirements of AS1100 Technical Drawing

For Office Use

Checker/Assessor notes:

Specification Checklist – Project 2

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

To be completed by all applicants.

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

Specifications to include:

To be project specific

Specification provided to client as a drawing sheet or specification document

Includes preliminaries

Demonstrates contractual obligations and rights of parties

Identifies WH&S roles, responsibilities and rights of parties

Identifies forms of communication and time frames between parties

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

Includes process for monitoring defects and project risks

For Office Use

Checker/Assessor notes:

Project Report – Project 2

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

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 National Construction Code (NCC) Construction Type? Type A Type B Type C

Did you use Deemed to Satisfy (DTS) or Performance Based Solutions in obtaining construction approval?

Deemed to Satisfy Performance Based Solutions

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

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

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

What innovative and/or energy efficient design solutions were included in the project?

What cost effective design solutions were included in the project?

What was your involvement with the client and other stakeholders in the project?

What was your involvement in the design and documentation of the project?

What was your involvement with regulatory authorities?

What other consultants were used in the project?

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

What risk management activities do you implement with each project you undertake?
Eg. Safe Design Report, Safety Sheet in drawings.

For Office Use

Checker/Assessor notes:

Performance Report – Project 2

PRINT A COPY OF THIS FORM AND SUBMIT AS AN ELECTRONIC ATTACHMENT

Provided by technical supervisor/ client/ builder or subconsultant

Complete this form to describe the applicant's building design work.
Please note you may be contacted to confirm details in this report.

Referee		
First Name	Surname	
Business name		
Business Address		
State/ Territory	Postcode	
Email	Mobile	
Accreditation/ Licence/ Registration number (if applicable)		State

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?

Signature

Date

For Office Use

Checker/Assessor notes:

Drawing Checklist – Project 3

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

To be completed by applicants who do not have a Prescribed Educational Qualification.

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

Construction Certificate/ Building Approval plans to include:

Title block (including business details, designer, drawn by and revision)

Site plan

Floor plan

Elevations

Sections

Internal elevations of at least one kitchen/ bathroom detailing joinery

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

Roof plan

Notated and dimensioned to meet NCC/ Australian Standard requirements

Notations to include any fire resistance and/or fire safety requirements and/or BCA report
(provided by yourself or consultant)

New work highlighted in colour or clearly defines existing and new works

Window / door schedules

BASIX/ NatHers/ NCC Section J requirements (provided by yourself or consultant)

Innovative and energy efficient design solutions noted

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

Stormwater drainage (provided by yourself or consultant)

Structural drawings (provided by yourself or consultant)

Services plan e.g. electrical/ hydraulic plan/ A/C/ smoke detectors/ exit signs (provided by yourself or consultant)

Safe design sheet and/or risk management report (provided by yourself or consultant)

Optional drawings:

Shadow diagrams

Sediment control plan

Waste management plan

Note: All plans to meet requirements of AS1100 Technical Drawing

For Office Use

Checker/Assessor notes:

Specification Checklist – Project 3

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

To be completed by applicants who do not have a Prescribed Educational Qualification.
Specifications missing items, will require a resubmission which may incur a charge.

Specifications to include:

To be project specific

Specification provided to client as a drawing sheet or specification document

Includes preliminaries

Demonstrates contractual obligations and rights of parties

Identifies WH&S roles, responsibilities and rights of parties

Identifies forms of communication and time frames between parties

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

Includes process for monitoring defects and project risks

For Office Use

Checker/Assessor notes:

Project Report – Project 3

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

To be completed by applicants who do not have a Prescribed Educational Qualification.

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 National Construction Code (NCC) Construction Type?) Type A Type B Type C

Did you use Deemed to Satisfy (DTS) or Performance Based Solutions in obtaining construction approval?

Deemed to Satisfy Performance Based Solutions

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

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

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

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What was your involvement with the client and other stakeholders in the project?

What was your involvement in the design and documentation of the project?

What was your involvement with regulatory authorities?

What other consultants were used in the project?

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

What risk management activities do you implement with each project you undertake?
Eg. Safe Design Report, Safety Sheet in drawings.

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Checker/Assessor notes:

Performance Report – Project 3

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Complete this form to describe the applicant's building design work.
Please note you may be contacted to confirm details in this report.

Referee		
First Name	Surname	
Business name		
Business Address		
State/ Territory	Postcode	
Email	Mobile	
Accreditation/ Licence/ Registration number (if applicable)		State

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?

Signature

Date

For Office Use

Checker/Assessor notes:

For Office Use

Checker/Assessor notes:

Assessor recommendation: Competent Not competent

Assessment committee notes:

Assessment outcome: Approve Decline