



BUILDING DESIGNERS
ASSOCIATION OF AUSTRALIA

Accreditation Application Form – Open Level

- 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 + five (5) years (5000 hours) building design work experience

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

Two projects that are Class 2-9 multi-storey buildings of three storeys and above and greater than 2000m², incorporating Type A construction.

Type B – No Prescribed Educational Qualification + seven (7) years (7000 hours) building design work experience

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

Three projects that are Class 2-9 multi-storey buildings of three storeys and above and greater than 2000m², incorporating 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	

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
Building Designers Association of Queensland (BDAQ)	Yes
Design Matters	Yes
Building Designers Association of Western Australia (BDAWA)	Yes
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	
	Type/Level e.g. Low Rise	Number
e.g. Building Designers Association of Australia (BDAA)		

PART G – 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 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 K - STATUTORY DECLARATION

Print a copy of the BDAA Statutory Declaration listed on the website at [bdaa.com.au /accréditation become accredited](https://bdaa.com.au/accréditation/become-accredited) and submit as an electronic attachment to the online accreditation form.

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.

PART L – APPLICATION FEES AND PAYMENT METHOD

Open Level Accreditation Application	\$1320.00
Resubmission fee due to incomplete/ inadequate application	\$100.00
Open Level 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 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction)

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 management report template

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

BCA report (must be submitted for either project 1 or project 2)

Tender for builders (must be submitted for either project 1 or project 2)

PROJECT 2 (required for all applicants)

(Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction)

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)

BCA report (must be submitted for either project 1 or project 2)

Tender for builders (must be submitted for either project 1 or project 2)

PROJECT 3 (additional project required for applicants with no Prescribed Educational Qualification)

(Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction)

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)

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 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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?

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.

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:

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?

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.

When undertaking a new project, how are personnel and other resources allocated to the project?

What processes are used to brief project team members, to co-ordinate work and monitor progress?

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

At completion of a project, is there a debriefing opportunity where learning outcomes are identified to inform future projects? If so, what is the process?

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

What process is in place to document amendments to drawings and documentation and client approval ?

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

What processes are in place to ensure the delivery of quality projects and processes?

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

Provide an overview of the method used to determine the costs on the business to undertake the project, work scheduling and any risk mitigation strategies for the business.

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

When providing 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?

Provide an example of when there was a requirement to change an organisational process, the steps taken to make the change and the outcome was reviewed.

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

Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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

Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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

Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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?

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.

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

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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

Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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

Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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

Class 2-9 multi-storey building of three storeys and above and greater than 2000m², incorporating Type A construction.

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?

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

What cost effective design solutions were included in the project?

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.

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 3

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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:

For Office Use

Checker/Assessor notes:

Assessor recommendation: Competent Not competent

Assessment committee notes:

Assessment outcome: Approve Decline