

BDAA N.S.W. NCC Class 2 Accreditation Audit Form Low & Medium Rise Levels

This form is to be used by Building Designers who already hold BDAA Accreditation

- Save and complete this form on your computer – do not handwrite.
- Please complete Parts A – and attach supporting documentation.
- Items marked * must be completed. Incomplete applications cannot be processed.
- I am applying for: N.S.W. NCC Class 2 - Low Rise Accreditation
- I am applying for: N.S.W. NCC Class 2 - Medium Rise Accreditation

Note: For those who are applying for NSW Design Practitioner – Building Design – Low or Medium Rise, all projects submitted must be NCC Class 2.

PART A – PERSONAL INFORMATION

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

PART B – INDUSTRY INFORMATION

I have been involved in the building design industry for*

Less than 2 years 2 - 3years 3-5 years 5-7 years 7-10 years 10 or more years

PART C – BUSINESS DETAILS

| | | | |
|---|--------------------------------|-------------|---------|
| Do you currently have, or intend to have a building design business?* | If yes, complete details below | Yes | No |
| Business Name | ABN | | |
| Business Trading Name | | | |
| Business Address | | | |
| Suburb | State | Postcode | |
| Email | Phone | | |
| Business structure | Partnership | Sole Trader | Company |

Do you consent to your on-line interview with representatives of the audit panel being recorded ?.
If you answered NO please give your reasons below

Yes No

PART D – 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 (BDAAWA) | 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? * If yes, complete details below

Yes

| 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 E – PROFESSIONAL INDEMNITY INSURANCE

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

Yes

The following are the minimum levels of PI Insurance required for Accreditation:

Low Rise: \$500k in any single event & \$2 million in the aggregate

Medium Rise: \$1 million in any single event & \$5 million in the aggregate

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 |
|---------|-------------------------|----------------|-------------|
|---------|-------------------------|----------------|-------------|

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

PART F – CONTINUING PROFESSIONAL DEVELOPMENT

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

Please supply a copy of the .csv Backup file from your BDAA CPD App, renamed with your *Surname.csv*
If you have completed your CPD reporting on the paper form please forward copies for the last three years.

PART G - NCC QUESTIONNAIRE

Print a copy of the National Construction Code (NCC) Questionnaire listed on the website at [bdaa.com.au /accréditation_become_accrédité](http://bdaa.com.au/accréditation_become_accrédité) Complete the answers where indicated and submit as an electronic attachment titled: *surname_NCC Questionnaire**.

PART H – AUDIT FEES AND PAYMENT METHOD

| | |
|---|-----------|
| NSW NCC Class 2 Accreditation & Audit Interview | \$ 715.00 |
|---|-----------|

All figures include GST.

If an assessment is deemed "Not yet competent" no refund will be issued.

Once your application has been received via the on-line accreditation lodgment form, you will be forwarded an invoice for the application fee noted above. Upon receipt of payment, your application will be registered for processing.

PART I – AUDIT DOCUMENT CHECKLIST

Current Professional Indemnity Insurance Certificate of Currency
 CPD .csv Backup file from your BDAA CPD App, renamed with your *Surname.csv*
 National Construction Code (NCC) Questionnaire

| Project 1 | Project 2 |
|-----------|-----------|
| | |
| | |
| | |
| | |

Construction Certificate/ Building Approval plans (preferably stamped)

Specifications – to be project specific

Supporting documents - Complete List Below

NOTE:

All projects submitted must be NCC Class 2

Detailed List of Supporting Documents:

Surname-Document Description

P 1 P 2

Construction Certificate/ Building Approval plans to include:**Project 1 Project 2**

| |
|--|
| 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 (preferably in colour) that 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 |
| Safe Design process (drawing sheet or report for the project being submitted) |
| Client / designer contract (sensitive information can be omitted) |

Specifications to include:

| |
|--|
| To be project specific - Not "pro-forma" |
| 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 / NCC & BCA |
| 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 |

FILE NAMING FORMAT

All files must have the following naming format: Surname - Document Description Examples:

Surname - Project 1 - Drawings

Surname - Project 2 - Specifications

Surname - Project 2 - BASIX

For Office Use

Auditor's Notes

Auditor's Digital Signature

Auditor's recommendation:

Competent

Not competent

Date

Auditing committee notes:

Audit outcome:

Approve

Decline

Date

Director's Digital Signature

DISCLAIMER

The BDAA cannot guarantee that once you have completed this assessment that you will automatically satisfy NSW Fair Trading's requirements for registration under the Design and Building Practitioners Regulations.

The BDAA will issue you with a Certificate of Competence appropriate to the level of registration that you are applying for that satisfies the academic qualification component under the Transitional Provisions provided by Fair Trading for registration.

The experience and project samples that you submit for your registration is between you and Fair Trading, and the BDAA does not have any control over this aspect of your registration.

Fair Trading will require evidence of 10 years experience over the past 15 years (2 years of which must be whilst practicing in Australia) of Class 2 design that you have worked on. They will ask for DA/CC numbers, names of developers and names of references who can attest to your competence.