

## 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: \$1 million in any single event & \$2 million in the aggregate

Medium Rise: \$1 million in any single event & \$2 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
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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 /accreditation become accredited](http://bdaa.com.au/accreditation_become_accredited) 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
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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.