



BUILDING CONSULTANTS APPLICATION FORM

To be a Master Builders Building Consultant you must satisfy the following criteria:

Accredited Building Consultants (ABC) – including pre-purchase inspections work

- Hold or be eligible for a current NSW Building Contractor Licence or Qualified Supervisor Certificate.
- Minimum of **fifteen (15) years practical experience** in the building and construction industry, including ten (10) years in the housing or low rise residential field (Applicants are required to submit a resume).
- Two references from industry persons (such as builders, architects, engineers) (Referees must be a member of a recognised industry association)
- Two (2) sample pre-purchase inspection reports. ***In accordance with Australian Standard AS 4349.1-2007 'Inspection of Buildings.'* or an special purpose in accordance with AS 4349.0-2007**
- Two (2) sample reports relating to area of expertise you wish to be listed on the Master Builders' website.
- Professional Indemnity Insurance for business activities as defined in your application, with a minimum of \$1million, plus one re-instatement.
- A member of Master Builders Association of NSW (if you are not a member of the MBA NSW you will need to apply for membership once your application for Accreditation has been approved)

Registered Building Consultants (RBC) – excluding pre-purchase inspections work

- Building qualifications relevant to the primary activities to be undertaken as a registered consultant, i.e. Structural Assessment or Heritage Assessment.
- Minimum of **ten (10) years practical experience** in relevant areas in building
- Two references from industry persons (such as builders, architects, engineers) (Referees must be a member of a recognised industry association)
- Two (2) sample reports relevant to the primary activities to be undertaken as registered consultant.
- Professional Indemnity Insurance for business activities as defined in your application, with a minimum of \$1million, plus one re-instatement.
- A member of Master Builders Association of NSW (if you are not a member of the MBA NSW you will need to apply for membership once your application for Accreditation has been approved)

Non-Practicing Building Consultants (NBC) – not practicing at the moment

- No Professional Indemnity Insurance required. Other criteria are same as ABC or RBC.

What are my benefits as Master Builders Building Consultant?

- Industry recognition as a Accredited / Registered Building Consultant
- Entry to two (2) CPD seminars per year
- Entry to the annual Building Consultant Re-Accreditation Seminar (Compulsory)
- Use of “Master Builder member” and “Building Consultant” logo on your stationery and business cards
- Master Builder Building Consultant Identification Card
- Listing on the “Find a Consultant” website
- Use of up to 30 Building Consultant brochures

How do I re-accredit my Master Builders Building Consultant each year?

- Evidence of current Master Builders financial membership
- Attending annual Building Consultant Re-Accreditation Seminar (mandatory)
- Provide current Contractor Licence
- Provide evident of 12 CPD points
- Provide current Professional Indemnity
- Submit your re-accreditation form by the 31st July each year
- Pay annual fee of \$363.00

Please note: Eligibility conditions may change at short notice and can affect the processing of your application. You will be notified as soon as practicable in the event of any change.

A. PERSONAL & BUSINESS DETAILS

Master Builders Membership Number _____

Given Name _____

Surname _____

Trading Name _____

Please complete the below section if any of the following information changed since last year:

Street Address _____

Suburb _____

State _____

Post Code _____

Postal address (if different to above) _____

Suburb _____

State _____

Post Code _____

Telephone _____

Facsimile _____

Mobile _____

E-mail _____

- I am applying for Accredited Building Consultant (ABC) - including pre-purchase inspections work
 Registered Building Consultant (RBC) - excluding pre-purchase inspections work
 Non-Practicing Building Consultant (NBC) – not practicing at the moment

B. PROFESSIONAL DETAILS

Number of years in the residential building industry (including training) _____

Building Contractor Licence No. _____

Expiry Date _____

Details of Building Qualifications (Please submit a certified copy)

Course	Qualifications	Institution	Year Obtained

Contact details of two (2) referees: (referees must be a member of a recognised industry association)

1 Name _____

Telephone _____

Fax _____

Email _____

2 Name _____

Telephone _____

Fax _____

Email _____

****The following section is completed by Accredited Building Consultant Applicants ONLY****

Have you completed the Statement of Attainment for pre-purchase inspections? YES NO

Name of the institution _____

C. MBA WEBSITE LISTING

In which of these categories do you wish to be listed?

CATEGORIES

- Asbestos inspections
- Construction Progress Reports
- Defects Reports
- Dilapidation Reports
- Dispute Resolution
- Expert Witness
- General Building Inspections
- Heritage Assessment
- Insurance Inspections
- Legal
- Painting Inspections
- Pest Inspections
- Pre-Purchase Inspections*
- Private Certification (building approvals)
- Slip Resistance
- Special Needs Access Compliance
- Strata Inspections
- Structural Assessments
- Sustainability Reports
- Tiling Inspections
- Timber Reports
- Waterproofing Inspection

EXPERIENCE

_____ yrs

_____ yrs

_____ yrs

_____ yrs

_____ yrs

_____ yrs

_____ yrs

_____ yrs

_____ yrs

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_____ yrs

REFERRAL AREAS

(Max. of 2 Areas)

- Blue Mountains
- Broken Hill
- Campbelltown
- Central Coast
- Central West
- Coffs Harbour Area
- Dubbo Area
- Eastern Suburbs
- Far South Coast
- Hawkesbury
- Hills District
- Hunter Valley
- Inner West
- MIA – Griffith
- Murray River
- Newcastle
- Northern Beaches
- Northern Rivers
- North Shore
- Parramatta
- Penrith
- Port Macquarie Area
- Riverina
- Snowy Mountains
- South Coast
- Southern Highlands
- Southern NSW
- St George
- Sutherland
- Sydney
- Tamworth Region
- Taree Area
- Tweed
- Wollongong

* For Accredited Building Consultant Applicant Only

TWO SAMPLE REPORTS RELATING TO AREA OF EXPERTISE MUST BE PROVIDED

DECLARATION

I declare that the information supplied in this form is true and correct, and the application will be assessed on this basis.

The Building Consultant Policy Committee has the right to investigate all the information provided in or related to this application.

I wish to advertise my information on the Master Builders Association of NSW’s website. YES NO

Signed: _____

Date: _____

Print Name: _____

DEED OF AGREEMENT

THIS AGREEMENT made the _____ day of _____ 2010

BETWEEN:

Consultant	Company
Address	

AND:

The Master Builders Association of NSW (ABN 96 550 042 906) of 52 Parramatta Road, Forest Lodge in the State of New South Wales ('the Association').

WHEREAS:

- A. the Association has resolved to maintain a register of building consultants,
- B. the Association has resolved to provide a referral service to people who contact the Association seeking a referral to a building consultant,
- C. the Consultant wishes to be included in the Association's register of building consultants.

IT IS AGREED:

1. the Association will maintain a register of building consultants,
2. the Association may, at its sole and unfettered discretion, refer any person seeking a referral, to the Consultant,
3. the Association is under no obligation to provide any referrals to the Consultant,
4. the Consultant will at all times maintain Professional Indemnity Insurance coverage for any building consultancy services undertaken for a minimum amount of one million dollars (\$1,000,000.00) and including one reinstatement. If during the period of this agreement the Consultant becomes unable or expects to become unable to comply with this requirement he/she must immediately notify the Association in writing,
5. the Consultant will comply with the Association's requirements for accredited and registered building consultants which may be altered from time to time by the Association,
6. the Consultant will personally carry out any work that results from a referral by the Association,
7. in the production of any pre-purchase property inspection report the Consultant will comply to the Australian Standard AS 4349.1-2007 and comply with its requirements,
8. the Consultant will indemnify and keep indemnified the Association from and against all and any loss, claim, damage, action, suit, demand, cost, interest, charges and expenses of any kind whatsoever which the Association may suffer or incur or be called upon to suffer or incur by virtue of any act, omission, matter, thing done, breach or default by the Consultant its servants, employees, representatives or agents,
9. all questions relative to the execution, validity and interpretation and performance of this agreement shall be governed by the laws in force in the State of New South Wales,
10. this agreement will expire one year from the date on which this agreement was executed,
11. this agreement may be terminated by either party by providing a written notice to the other party a minimum of seven (7) days prior to such termination being effected.

EXECUTED on the date set out at the commencement of this agreement.

SIGNED SEALED AND DELIVERED

by the Consultant

SIGNED SEALED AND DELIVERED

by the Association