

Building Surveyor (Limited) Experience Statement

Limited to all classes of buildings up to three storeys in height and with a floor area of up to 2000m²

How to provide evidence of your experience

Step 1

Complete an experience logbook for all Areas of Experience listed in this statement. This must include carrying out building surveyor work and inspections of building work in relation to all classes of buildings up to three storeys in height with a floor area of up to 2000m².

We strongly recommend you use the BPC [logbook template](#) found on the BPC's website.

If you are seeking consideration based on practical experience restricted to class 1 and 10 buildings, please leave all sections relating to class 2 - 9 buildings blank.

Step 2

Provide a portfolio of evidence for all of the Areas of Experience listed in this statement. Your portfolio should include copies of documents that demonstrate your capacity to undertake all of the activities of a Building Surveyor (Limited) in a competent manner and to professional standards. It should also demonstrate at least two years of relevant experience. **Complete and submit this statement with your application.**

Remember

- Please include as much evidence as possible as this will be used to work out whether you have enough experience for registration.
- In your application, you will need to provide Technical Referee References to confirm you have completed this work.
- It is an offence under section 246 of the Building Act 1993 to give any false or misleading statements or information in your application.
- We will return your application if this statement is incomplete or does not have enough detail, and ask you for more information.
- Start completing your experience logbook as you gain experience. This will save you time when preparing your application.



Depending on your current registration level you will need to provide different information to demonstrate your experience relevant for Building Surveyor (Limited) registration. This is outlined in the tables below:

| Building Surveyor work that you must include in your logbook (ticked) | | | | |
|--|----------------------------------|--------------------------------------|--|---|
| Your current registration class | Buildings up to 3 storeys | Buildings more than 3 storeys | Buildings with a floor area up to 2000m² | Buildings with a floor area of more than 2000m² |
| Not registered | ✓ | | ✓ | |
| Building Inspector (Limited) | * | | * | |
| Building Inspector (Unlimited) | | | | |
| Building Surveyor (Limited) | * | | * | |

| Building Inspection work that you must include in your logbook (ticked) | | | | |
|--|----------------------------------|--------------------------------------|--|---|
| Your current registration class | Buildings up to 3 storeys | Buildings more than 3 storeys | Buildings with a floor area up to 2000m² | Buildings with a floor area of more than 2000m² |
| Not registered | ✓ | | ✓ | |
| Building Inspector (Limited) | * | | * | |
| Building Inspector (Unlimited) | | | | |
| Building Surveyor (Limited) | * | | * | |

*Yes if you are currently registered as a Building Inspector (Limited) in Victoria, but you are not authorised to inspect all classes of buildings and / or up to three storeys in height and / or buildings with a floor area of up to 2000m².



Area of Experience 1 - Assess and application for a building permit

In your logbook, include details of your experience in assisting a registered building surveyor to assess an application for a building permit for the sections below.

Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.

- the application for the building permit (form 1)
- the checklists you have used to guide your assessment of the application for the building permit
- your file notes on your assessment of the application
- correspondence that you have prepared to the applicant, requesting further information in support of the application, or requesting that they amend the application (including design and other supporting documents)
- correspondence that you have prepared to the applicant, advising of the building permit levy payable
- your written recommendation of the building surveyor about the appropriateness of the proposed protection work
- your written recommendation to the building surveyor to grant or refuse the application
- the building permit that you have prepared, and that the relevant building surveyor issued
- a copy of the reasons for the decision - that you have prepared to the building surveyor to refuse an application for a building permit
- preparation of modifications to the Building Appeals Board
- preparation of report and consent to the relevant authority
- assessment of report and consent documentation on behalf of the relevant authority
- preparation of a performance solution
- assessment of a performance solution

Construct two class 1a buildings in different climatic, geographic or planning zones

Construct two class 9 buildings up to three storeys in height and with a floor area of up to 2000m² in different climatic, geographic or planning zones, of which at least:

- one is of Type A construction, and
- one has a floor area of more than 500m²

Construct two class 2 or 3 buildings up to three storeys in height with a floor area of up to 2000m² in different climatic, geographic or planning zones, of which at least:

- one is of Type A construction, and
- one has a floor area of more than 500m²

Construct two class 5, 6, 7, or 8 buildings up to three storeys in height and with a floor area of up to 2000m² in different climatic, geographic or planning zones, of which at least:

- one is of Type B construction, and
- one has a floor area of more than 500m²



Construct one of each of the following class 10b structures:

- a swimming pool (including safety barrier)
- a fence
- a retaining wall
- a free-standing wall
- a mast of antenna

Demolish or remove two buildings, of which:

- one is a class 1 building, and
- one is a class 2, 3, 5, 6, 7, 8, or 9 building

Alter one existing building where the proposed alterations, together with any other alterations completed or permitted within the previous three years represented more than half the original volume of the building

Area of Experience 2 - Enforce safety and building standards

Provide a portfolio of evidence that demonstrates your experience in assisting a registered building surveyor to enforce safety and building standards for the classes of buildings listed below.

Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.

For each building notice or building order, you may include a copy of the following documentation to demonstrate your involvement in assessment of the application:

- your file notes on your recommendation to the building surveyor to serve a building notice or make a building order
- correspondence that you have prepared in relation to the building notice or building order
- the building notice that you have prepared for the building surveyor
- the building order that you have prepared for the building surveyor to make evidence that you have inspected the building work to which the building notice or building order related (for example, photos or a written inspection record)

Two building notices that you have prepared for a registered building surveyor in relation to class 1a buildings in different climatic, geographic or planning zones

Two building orders that you have prepared for a registered building surveyor in relation to class 1a buildings in different climatic, geographic or planning zones

Two building notices that you have prepared for a registered building surveyor in relation to class 2, 3, 5, 6, 7, 8 or 9 buildings:

- one for a building of Type A or B construction
- one for a building with a floor area of more than 500m²

Two building orders that you have prepared for a registered building surveyor in relation to class 2, 3, 5, 6, 7, 8 or 9 buildings:

- one for a building of Type A or B construction
- one for a building with a floor area of more than 500m²



Area of Experience 3 - Carry out construction inspections for buildings up to three storeys in height with a floor area of more than 500m² and up to 2000m²

In your logbook, include detailed building work inspections that you have carried out for buildings up to three storeys in height with a floor area of up to 2000m² (including those carried out under supervision if you are not registered) for all of the classes and types of buildings specified below. Include the following information for each inspection:

- date of inspection
- location of inspection (site address)
- building permit number
- description of the building work inspected, for example - Class 3, Type C construction
- type of inspection, for example - before a footing is placed, on completion of framework
- outcome of inspection
- name and registration category of the registered building inspector or building surveyor that supervised your carrying out of the inspection, for example - John Smith, Building Inspector (Unlimited).

Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.

Written inspection records that you personally prepared for all of the classes and types of buildings specified below at each of the following inspection stages:

- before a footing is placed
- before the pouring of an in situ reinforced concrete member nominated by the relevant building surveyor in the building permit
- on completion of framework
- on completion of all building work

Three class 1a buildings in different climatic, geographic, or planning zones, of which one includes a basement

Three class 2 or 3 buildings with a floor area of more than 500m² and up to 2000m², which includes one Type A, Type B, and Type C construction, of which one includes a basement

One class 2 or 3 building with a basement

Two class 5, 6, 7 or 8 buildings with a floor area of up to 2000m², including one Type B and Type C construction

One class 5, 6, 7, or 8 building with a basement

Three class 9 buildings with a floor area of more than 500m² and up to 2000m², which includes one Type A, Type B, and Type C construction.

Two of each of the following class 10b structures in different climatic, geographic, or planning zones:

One class 9 building with a basement

- a swimming pool
- a fence
- a retaining wall
- a free standing wall
- a mast or antenna



Area of Experience 4 - Identify, resolve, and report non-compliance with building permit, the act, and regulations for buildings up to three storeys in height and with a floor area of up to 2000m²

In your logbook, include detailed building work inspections that you have carried out for buildings up to three storeys in height with a floor area of up to 2000m² (including those carried out under supervision if you are not registered) for all of the classes and types of buildings specified below. Include the following information for each inspection:

- date of inspection
- location of inspection (site address)
- building permit number
- description of the building work inspected, for example - Class 3, Type C construction
- type of inspection, for example - before a footing is placed, on completion of framework
- outcome of inspection
- name and registration category of the registered building inspector or building surveyor that supervised your carrying out of the inspection, for example - John Smith, Building Inspector (Unlimited).

Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.

Written inspection records that you personally prepared where non-compliance with the building permit, the Building Act 1993 or Building Regulations was identified at the following types of inspection:

A minimum of three written records of building work inspections that you undertook before a footing is placed that collectively identified at least three of the following:

- incorrect siting / location
- incorrect configuration
- incorrect dept, width or size
- excavation not clean and free of debris and / or water

A minimum of three written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified at least four of the following:

- insufficient cover to reinforcement
- membrane not positioned, lapped and sealed around pipes
- insufficient lapping of steel reinforcement
- incorrect steel reinforcement size and / or type
- incorrect positioning of steel reinforcement and support
- steel reinforcement not tied to position

A minimum of two written records of building work inspections that you undertook before a footing is placed that collectively identifies all of the following:

- incorrect spacing and depth of retention piles
- incorrect size or fitting of holding down bolts for pad footings associated with a steel portal frame

A minimum of three written records of building work inspections that you undertook on completion of the framework that collectively identified at least four of the following:

- incorrect positioning of roof trusses
- incorrect fixing of roof trusses
- incorrect timber size and / or stress grade and / or type and / or durability
- incorrect positioning and / or fixing of wall or roofing bracing
- insufficient support to load bearing elements
- incorrect timber spacing / span



A minimum of three written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified at least one of the following:

- incorrect positioning of post tension ductwork
- incorrect size of lift pit

A minimum of three written records of building work inspections that you undertook on completion of all building work that collectively identified at least four of the following:

- incorrect positioning of smoke alarms
- missing bushfire requirements (for example, seals on garage doors)
- stormwater system not connected to the point of discharge
- incorrect gradient on ramps and access ways
- incorrectly fitted / positioned sanitary facilities for people with a disability
- non-climbable zone of swimming pool barrier not maintained
- incorrect height of handrails and balustrades
- incorrect stair dimensions
- no single hand level action to exit doors

A minimum of three written records of building work inspections that you undertook on completion of the framework that collectively identified all of the following:

- incorrect steel size (beam, column)
- incorrect connections (bolt, weld)

A minimum of three written records of building work inspections that you undertook on completion of all building work that collectively identified at least four of the following:

- incorrect positioning of hydrant and hose reels resulting in insufficient coverage
- incorrect sprinkler head positioning and / or layout
- smoke alarms not interlinked
- penetrations through fire resistant elements not sealed
- insufficient signage
- incorrect exit signage installed
- incorrect mounting height of exit signage