

Building Practitioners Board



POLICY TITLE: PAYMENT OF REGISTRATION FEE

POLICY NUMBER: BPB-002

EFFECTIVE DATE: 24 September 2008

REVIEW DATE: 1 July every year

Purpose of Policy:

The application fee for registration as a building practitioner is \$1057 for two years, consisting of a non-refundable application fee of \$264 and a registration fee of \$793. For applicants applying under Mutual Recognition the full fee of \$1057 must be paid upon application and the application is not approved \$793 will be refunded. For all other applicants the application fee of \$264 must be paid upon application and the registration fee of \$793 must be paid once the Board has assessed the applicant as suitable for registration.

This policy outlines the administrative process which will be followed (for all applications not lodged under mutual recognition) once the Board has assessed an applicant as suitable for registration in order for a Certificate of Registration to issue.

Related Policies/documents:

BPB-014 Lapsed Registration Policy
BPB-016 Fees for Multiple Categories

Policy:

When an application for registration or renewal of registration has been assessed as meeting all registration requirements, the following procedure will apply:

The applicant will be advised in writing:

- That they have been assessed as suitable for registration;
- The date by which the registration \$793 fee must be paid (two months from the date of the meeting);
- A registration certificate will be issued on receipt of payment \$793;
- Registration will be for a period of two years;
- In the case of new registrations, registration will be effective from the date payment is received;
- In the case of renewals, registration will be effective from the renewal date (provided the application was lodged prior to expiry of their registration);
- Practitioners should advise the Board as soon as possible if there are circumstances which prevent them paying the \$793 fee by the due date;
- Should there be no response from the applicant by the due date, the Board may determine that the application has lapsed.

Reviewed and adopted by the Building Practitioners Board

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Chairperson

18 JULY 2015
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Date

