



BUILTFORM BOUTIQUE

Application for Acceptance as a Competent Person

Building Regulation 2021, Part 6, Division 2

This form must be used to request assessment as a Competent Person by **BUILTFORM BOUTIQUE** for the purposes of the [Building Regulation 2021, Part 6, Division 2](#).

TABLE 1 – COMPETENT PERSON APPLICATION

1.1 Competent person role/s you are seeking to perform

Confirm the competent person role/s you are seeking to perform:

- Competent person (design/specification) *Section 34 (3)*
- Competent person (inspections) *Section 34 (4)*
- Competent person (design/specification/inspections) *Section 34 (5)*

1.2 Individual, Company Application

Indicate if this application is for an individual, company or both?

- Individual: Complete Table 1 – Competent Person Role/s, Table 2 – Individual Application and Table 4 – Declaration
- Company: Complete Table 1 – Competent Person Role/s, Table 3 – Company Application and Table 4 – Declaration
- Individual & Company – Complete ALL Tables of this form

TABLE 2 – INDIVIDUAL APPLICATION

2.1 Applicant Details

Title		Given Name/s		Surname	
Property Address					
Suburb		State/Territory		Postcode	
Contact Number		Email			

2.2 Applicant Licence Details

Licence Type		Licence Number	
Licence Class		Expiry Date	
Aspect of Competency (e.g. Electrical)			

TABLE 3 – COMPANY APPLICATION

3.1 Company Details

Company Name					
Property Address					
Suburb		State/Territory		Postcode	
Contact Number		Email			

3.2 Authorised Nominee Details			
Contact Name		Position Title	
Contact Number		Email	
3.3 Company Licence Details			
Licence Type		Licence Number	
Licence Class		Expiry Date	
Aspect of Competency (e.g. electrical)			

TABLE 4 – APPLICANT DECLARATION

4.1 Evidence of Competency

Please confirm the following mandatory supporting documents have been supplied:

- Curriculum Vitae
- Occupational Licence/s
- Driver's Licence
- Company Authority (include Nominee/s under Authority)
- Other Evidence: _____

4.2 Evidence of Insurance/s

Please confirm the following supporting documents have been supplied:

- Professional Indemnity (PI) Insurance (including Nominee/s)
- Product Liability (if applicable)
- WorkCover (if applicable)
- Other Insurance: _____

4.3 Declaration

- By making this application, I declare that all information and supporting documentation in this application is true, correct and current.
- I have attached a current copy of all mandatory supporting documentation and any other relevant information as nominated above.

PLEASE NOTE: It is an offence under the *Building Regulation 2021* to provide false or misleading information.

Name	Signature	Date

NOTE: As required by section 34(6) of the *Building Regulation 2021* (BR), this application will be assessed in accordance with the Department of Energy and Public Works ['Guideline for the assessment of competent persons'](#).

PLEASE RETURN YOUR COMPLETED FORM WITH ATTACHED SUPPORTING DOCUMENTATION TO: office@builtform.boutique



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