



IPSWICH CITY COUNCIL

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 the Ipswich City Council Building Certifiers for the purposes of the [Building Regulation 2021, Part 6, Division 2](#).

1. Indicate 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)*

2. Is this application for an individual or company?

- Individual: Complete Table 1 – Individual Application and Table 3 – Declaration
- Company: Complete Table 2 – Company Application and Table 3 –Declaration

TABLE 1 – INDIVIDUAL APPLICATION					
1.1 Applicant Details					
Title		Given Name/s		Surname	
Property Address					
Suburb			State/Territory		Postcode
Contact Number			Email		
1.2 Applicant Licence Details					
Licence Type				Licence Number	
Licence Class				Expiry Date	
Aspect of Competency (e.g. electrical)					

TABLE 2 – COMPANY APPLICATION					
2.1 Company Details					
Company Name					
Property Address					
Suburb			State/Territory		Postcode
Contact Number			Email		
2.2 Authorised Nominee Details					
Contact Name				Position Title	
Contact Number				Email	
2.2 Company Licence Details					
Licence Type				Licence Number	
Licence Class				Expiry Date	
Aspect of Competency (e.g. electrical)					

TABLE 3 – APPLICANT DECLARATION					
3.1 Evidence of Competency					
Please confirm the following mandatory supporting documents have been supplied:					
<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Occupational Licence/s <input type="checkbox"/> Driver’s Licence <input type="checkbox"/> Company Authority (Nominee only) <input type="checkbox"/> Other Evidence: _____					
3.2 Declaration					
<input type="checkbox"/> By making this application, I declare that all information and supporting documentation in this application is true and correct. <input type="checkbox"/> 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 <i>Building Regulation 2021</i> 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 Housing and Public Works [‘Guideline for the assessment of competent persons’](#).

Information Privacy Collection Notice

Ipswich City Council is collecting your personal information in accordance with the *Building Act 1975* so that we can process your application and perform our responsibilities under the Act. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive who may in turn make this information available to others in accordance with the Act. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council’s Privacy Statement, Personal Information Digest and this collection notice.