

BUILDING SURVEYOR (UNLIMITED)

Experience Statement

How to provide evidence of your experience

Step 1

Complete an experience logbook for all Areas of Experiences listed in this statement. This must include carrying out building surveyor work and inspections of building work in relation to all classes of building:

- up to three storeys in height with a floor area of up to 2000 square metres and
- above three storeys in height and/or with a floor area of more than 2000 square metres.

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

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 Unlimited in a competent manner and to a professional standards.

It should demonstrate three 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 Reports 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 statement or information in your application.
- We will return your application if this statement is incomplete or doesn't have enough detail, and ask you for more information.
- Start filling out your experience logbook as you are gaining experience. This will save you time when you prepare your application.

Depending on your current registration level you will need to provide different information to demonstrate your experience relevant for Building Surveyor Unlimited 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 2000 square metres	Buildings with a floor area more than 2000 square metres
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 2000 square metres	Buildings with a floor area more than 2000 square metres
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 building **and/or** buildings up to three storeys in height **and/or** buildings with a floor area of up to 2000 square metres.

Area of Experience - 1

Assess an 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 checklist(s) that you used to guide your assessment of the application for the building permit
- your file notes on your assessment of the application
- correspondence that you 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 prepared to the applicant, advising of the building permit levy payable
- your written recommendation to the building surveyor about the appropriateness of proposed protection work
- your written recommendation to the building surveyor to grant or refuse the application
- the building permit that you prepared, and that the relevant building surveyor issued
- a copy of the reasons for the decision – that you prepared for the building surveyor – to refuse an application for a building permit
- preparation of modifications to the Building Appeals Board
- 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 2 or 3 buildings up to three storeys in height and with a floor area of up to 2000 square metres, 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 500 square metres

Construct **one** Class 2 or 3 building with a floor area of more than 2000 square metres which has a rise in storeys of four or more

Construct **two** Class 5, 6, 7 or 8 buildings up to three storeys in height and with a floor area of up to 2000 square metres, 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 500 square metres

Construct two Class 5, 6, 7 or 8 buildings with a floor area of more than 2000 square metres, of which at least one has a rise in storeys of four or more	Construct two Class 9 buildings up to three storeys in height and with a floor area of up to 2000 square metres, in different climatic, geographic or planning zones, of which at least one: <ul style="list-style-type: none"> • one is of Type A Construction, and • one has a floor area of more than 500 square metres
Construct two Class 9 buildings with a floor area of more than 2000 square metres, of which at least one has a rise in storeys of four or more	Construct one of each the following Class 10b structures: <ul style="list-style-type: none"> • a swimming pool (including safety the barrier) • a fence • a retaining wall • a free-standing wall • a mast or antennae
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	Demolish or remove two buildings, of which: <ul style="list-style-type: none"> • one is a Class 1 building, and • one is a Class 2, 3, 5, 6, 7, 8 or 9 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 could include a copy of the following documentation to demonstrate your involvement in the 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 prepared in relation to the building notice or building order
- the building notice that you prepared for the building surveyor
- the building order that you prepared for the building surveyor to make
- evidence that you inspected the building work to which the building notice or building order relates (e.g., photos, written inspection record, file notes)

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

Two building notices that you prepared for a registered building surveyor in relation to Class 2, 3, 5, 6, 7, 8 or 9 buildings of up to three storeys in height and with a floor area of up to 2000 square metres, of which at least:

- **one** is of Type A or Type B Construction, and
- **one** has a floor area of more than 500 and up to 2000 square metres

Two building notices that you prepared for a registered building surveyor in relation to Class 2, 3, 5, 6, 7, 8 or 9 buildings, of which at least:

- **one** has a rise in storeys of four or more, and
- **one** has a floor area of more than 2000 square metres

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

Two building orders that you prepared for a registered building surveyor in relation to Class 2, 3, 5, 6, 7, 8 or 9 buildings of up to three storeys in height and with a floor area of up to 2000 square metres, of which:

- **one** is of Type A or Type B Construction, and
- **one** has a floor area of more than 500 square metres

Two building orders that you prepared for a registered building surveyor in relation to Class 2, 3, 5, 6, 7, 8 or 9 buildings of up to three storeys in height and with a floor area of up to 2000 square metres

Area of Experience - 3

Carry out construction inspections – for buildings of up to three storeys in height with a floor area of up to 2000 square metres

In your logbook, include detailed building work inspections that you have carried out for buildings of up to three storeys in height with a floor area of up to 2000 square metres (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 building 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 500 and up to 2000 square metres, including one of each of the following types of construction, of which one includes a basement:

- Type C Construction
- Type B Construction
- Type A Construction

Three Class 9 building with a floor area of more than 500 square metres, including **one of each** of the following types of construction:

- Type C Construction
- Type B Construction
- Type A Construction

Two Class 5, 6, 7 or 8 buildings with a floor area of up to 2000 square metres, including **one of each** of the following types of construction:

- Type C Construction
- Type B Construction
- Type A Construction

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

One class 2 or 3 building with a basement

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

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

Area of Experience - 4

Identify, resolve, and report on non-compliance with building permit, Act and regulations – for buildings up to three storeys in height and with a floor area of up to 2000 square metres

In your logbook, include detailed building work inspections that you have carried out (including those carried out under supervision if you are not registered) for all of the building work 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, rise in storeys of three
- 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, *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 depth, width or size
- excavation not clean and free of debris and/or water

A minimum of **two** written records of building work inspections that you undertook before a footing is placed that collectively identified **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



<p>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:</p> <ul style="list-style-type: none"> • 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 	<p>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:</p> <ul style="list-style-type: none"> • 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
<p>A minimum of two written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified all of the following:</p> <ul style="list-style-type: none"> • incorrect positioning of post tension ductwork • incorrect size of lift pit 	<p>A minimum of two written records of building work inspections that you undertook on completion of the framework that collectively identified all of the following:</p> <ul style="list-style-type: none"> • incorrect steel size (beam, column) • incorrect connections (bolt, weld)
<p>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:</p> <ul style="list-style-type: none"> • incorrect positioning of smoke alarms • missing bushfire requirements (for example, seals on garage doors) • storm water 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 	<p>A minimum of three written records of building work inspections that you undertook on completion of all building work that collectively identified at least three of the following:</p> <ul style="list-style-type: none"> • 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

Area of Experience - 5

Carry out construction inspections – for buildings above three storeys in height and/or with a floor area of more than 2000 square metres

In your logbook, include detailed building work inspections that you have carried out for buildings of above three storeys in height with a floor area of more than 2000 square metres (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, rise in storeys of three
- 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 building 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

one Class 2 or 3 building of Type A Construction with a rise in storeys of four or more	one Class 2 or 3 building with a floor area of more than 2000 square metres
one Class 5, 6, 7 or 8 building of Type A Construction	one Class 5, 6, 7 or 8 building with a floor area of more than 2000 square metres
one Class 9 building of Type A Construction with a rise in storeys of four or more	one Class 9 building with a floor area of more than 2000 square metres

Area of Experience - 6

Identify and report on non-compliance with building permit, Act and regulations – for buildings above three storeys in height and with a floor area of more than 2000 square metres

In your logbook, include detailed building work inspections that you have carried out (including those carried out under supervision if you are not registered) for all of the building work 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, rise in storeys of three
- 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, *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 on completion of all building work that collectively identified at least three of the following:

- incorrect positioning of service shafts
- emergency lifts not signed correctly
- non-fire rated doors used in fire isolated shafts
- penetrations in fire isolated stairwell walls
- combustible cladding used