

Application for CBD Assessor Re-Accreditation

1 Personal details

Title: ☐ Mr ☐ Ms Other

First name:

Surname:

Employer business name:

2 Current accreditation

Current NABERS assessor number:

Current CBD assessor number:

CBDA

3 OH&S


I have the necessary qualifications and experience to apply the methods and standards of assessment determined under s.21 of the BEED Act 2010, in accordance with Commonwealth, State and/or Territory relevant occupational health and safety legislation, standards and rules.

☐ No ☐ Yes

4 Criminal history


Have you been convicted of an offence against Division 137 of the Criminal Code for Territory the:


- Provision of false or misleading information or documents in, or in connection with, an application for a building energy efficiency certificate; or
- Provision of false or misleading information in, or in connection with, an audit conducted under Part 4 of the BEED Act 2010; or
- Provision of false or misleading information in, or in connection with, an application for accreditation or renewal of accreditation as an assessor under the BEED Act?

☐ No ☐ Yes  If yes, provide details of convictions in an attached document

5 Re-accreditation stream – (for more details see 'Re-Accreditation Quick Reference Guide' on next page)

Have you submitted a Tenancy Lighting Assessment in the last 3 years?


☐ No  If No, "Stream B" requirements may apply to your re-accreditation

☐ Yes  If Yes, "Stream A" requirements may apply to your re-accreditation.
Please provide a reference for one TLA that you have submitted:

TLA Number:

6 Payment details

The application fee of \$451 (GST Free) is paid by:

☐ **Electronic Funds Transfer**  Please deposit the payment into the following account before submitting this form.

BSB: 092-009
Account Number: 14775 - 4
Reference:
<First name><Last name>

☐ **Cheque**  Please make cheque payable to:
"Department of Climate Change, Energy, the Environment and Water."

Mail to: CBD Administrator
Commercial Buildings Program Section
Department of Climate Change,
Energy, the Environment and Water
GPO Box 3090
CANBERRA ACT 2601

☐ **Credit Card**  Please email your contact phone number to AppropriationManagement@dcceew.gov.au including the building address. Our Canberra team will contact you between 9:00am and 3:00pm Monday to Friday to arrange a credit card payment over the phone.

7 Authorisation/declaration by the applicant

The applicant must read the following authorisation and declaration and sign below.

- I authorise the Secretary of the Department of Industry, Science, Energy and Resources to contact the NABERS National Administrator and other relevant parties to verify NABERS accreditation details or any other relevant information concerning this application.
- I agree that if my accreditation application is approved, then my registration number and contact details will be placed on the Register of Accredited Assessors, and published on Commercial Building Disclosure (CBD) program website.
- I agree to the conditions of accreditation that are listed on the CBD website.

Division 137 of the Criminal Code makes it an offence for a person to give information in purported compliance with a law of the Commonwealth, to a Commonwealth entity or to a person exercising powers or performing functions under or in connection with a law of the Commonwealth, if the person providing the information knows that the information is false or misleading. The maximum penalty for such an offence is imprisonment up to 12 months.

By signing below, the Applicant acknowledges that the information contained in this application is true and correct in all material particulars. The Applicant also acknowledges that any of the information provided in this form may be copied, recorded, used or disclosed for the purposes of ensuring compliance with the Building Energy Efficiency Disclosure (BEED) Act 2010.

Full name of applicant:

Signature:

Date:

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Note: type your name in the signature box if submitting by email

Re-Accreditation Quick Reference Guide

Stream A

If you are an assessor who has submitted a Tenancy Lighting Assessment; in the last 3 years, you are required to complete a re-accreditation application form on the CBD website and pay the 3-year accreditation fee.

Required:

Re-Accreditation Form
Accreditation payment of \$451

Encouraged:

- CBD Online Learning Module;;
- CBD TLA Training Exam;;

Stream B

If you are an assessor who has not submitted a Tenancy Lighting Assessment; in the last 3 years, you will need to fulfil all requirements under 'Stream A' and also complete the CBD Online Learning Module;; and pass the CBD TLA Training Exam;; within 3 months of accreditation.

Required:

Re-Accreditation Form
Accreditation payment of \$451
CBD Online Learning Module;;
CBD TLA Training Exam;;

- i Tenancy Lighting Assessments apply to assessments submitted under version 4.1 of the 'CBD Tenancy Lighting Assessment For Office Rules'
- ii The CBD Online Learning Module and CBD TLA Training Exam have been updated to cover Version 4.1 of the TLA Rules

Submitting this application

This application can be sent electronically to:
info@cbd.gov.au

OR mailed to:

CBD Administrator
Commercial Buildings Program Section
Department of Climate Change, Energy, the Environment and Water.
GPO Box 3090
CANBERRA ACT 2601