

# Application for CBD Assessor Re-Accreditation

## 1. Personal details

Title Mr  Mrs  Ms  Miss  Other

First name  Employer Business Name

Surname  Employer Telephone Number

## 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 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 number for a TLA that you have submitted (only one is required).

TLA Number:

## 6. Payment details

The application fee of **\$410** (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: 115859  
Account Name: Department of the Environment and Energy  
Reference: <First Name><Last Name>, <Date of Birth>

Cheque  ▶ Please make the cheque payable to: ‘Department of the Environment and Energy’

Mail cheque to:  
Commercial Buildings Team  
Energy Division  
Department of the Environment and Energy  
GPO Box 787  
Canberra ACT 2601

Credit Card  ▶ If you wish to pay for your application with a Credit Card please call Accounts on (02) 6274 1151.



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## 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 the Environment and Energy 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.

Applicant's full name

Signature

Date



NOTE: If submitting application by email, type your name into the signature block.

## Re-Accreditation Quick Reference Guide



### Stream A

If you are an assessor who has previously submitted Tenancy Lighting Assessments<sup>i</sup> 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 \$410





**Encouraged:**

-  CBD Online Learning Module<sup>ii</sup>
-  CBD TLA Training Exam<sup>ii</sup>

### Stream B

If you are a CBD assessor who has not previously submitted a Tenancy Lighting Assessment<sup>i</sup> you will need to fulfil all requirements under 'Stream A' and also complete the CBD Online Learning Module<sup>ii</sup> and pass the CBD TLA Training Exam<sup>ii</sup> within 3 months of re-accreditation.

**Required:**

-  Re-Accreditation Form
-  Accreditation payment of \$410
-  CBD Online Learning Module<sup>ii</sup>
-  CBD TLA Training Exam<sup>ii</sup>

### Plus:

Both 'Stream A' and 'Stream B' require assessors to maintain NABERS accreditation and insurances. We encourage any staff members who may assist CBD accredited assessors to also complete the CBD Online Learning Module<sup>ii</sup> and the CBD TLA Training Exam<sup>ii</sup>. Assessors who do not follow the above procedures will be automatically disabled from using the CBD portal until they have complied with the above conditions.

<sup>i</sup>Tenancy Lighting Assessments apply to assessments submitted under both 'Version 1', 'Version 2' and 'Version 3' of the 'CBD Tenancy Lighting Assessment for Office Rules'.

<sup>ii</sup>The CBD Online Learning Module and CBD TLA Training Exam have been updated to cover Version 3 of the TLA Rules.

