

# FPA Australia Bushfire Planning and Design

## Accredited Practitioner Application Form



### BPAD Category

- BPAD – Level 1                       BPAD – Level 2                       BPAD – Level 3

Note: Level 1 available in VIC only.

### BPAD Jurisdiction

- NSW                       VIC

Note: Select only one jurisdiction. A separate application must be made for each jurisdiction. Go to <http://www.fpa.com.au/bpad/forms.aspx> to obtain an application form.

### Practitioner Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ DOB \_\_\_\_\_

Email \_\_\_\_\_

Years of experience in bushfire planning and design \_\_\_\_\_

### Insurance Compliance

Indicate below how you plan to meet the Insurance requirements of the BPAD Scheme

Applicants applying for accreditation must be covered by public and products liability insurance for a minimum amount of \$10 million and professional indemnity insurance for a minimum amount of \$2 million.

- I personally hold the required level of insurance (insurance is in my name)  
 My insurance cover is provided by the business entity that employs / engages me as a BPAD Accredited Practitioner

Please ensure the Certificate of Currency for Professional Indemnity insurance is amended as described in the BPAD Handbook.

### Practitioner Employment Details – Current Position

Position title \_\_\_\_\_ Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job Functions \_\_\_\_\_

Name of business \_\_\_\_\_

Principal activities of business \_\_\_\_\_

### Practitioner Employment Details – Previous Relevant Positions

Position title \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finish Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job Functions \_\_\_\_\_

Name of business \_\_\_\_\_

Principal activities of business \_\_\_\_\_

Position title \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finish Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job Functions \_\_\_\_\_

Name of business \_\_\_\_\_

Principal activities of business \_\_\_\_\_

## References

Provide the names and phone numbers of two referees who can verify your experience

Referee #1 \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Contact number \_\_\_\_\_

Referee #2 \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Contact number \_\_\_\_\_

## Academic Qualifications

List the relevant academic qualifications you hold.

Course code and/or title	Institution	Date Awarded
		/ /
		/ /
		/ /
		/ /

Notes: For jurisdictions where transitional provisions exist, include details of completion of transitional qualifications above  
Evidence of Academic Qualifications is required to be included with the portfolio of evidence

## Professional Development

Provide details of any other relevant training or professional development undertaken.

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## Relevant Experience

Outline in the space below or attach a separate document that outlines your experience in relation to identifying bushfire prone land, assessing potential bushfire impact, providing general bushfire advice and developing and submitting designs and plans for subdivisions, new buildings or modification to existing building.

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### Provide a response to the following questions

*Note: You may attach a separate document with your answers.*

Question 1: Outline your key roles and responsibilities as an Accredited Practitioner in respect of the regulatory framework governing bushfire planning and design, the requirements of your client and any other stakeholders and the vision and mission of FPA Australia.

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Question 2: What is your understanding of anti-competitive behaviour specific to BPAD services? Provide an example of anti-competitive behaviour.

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## Evidence Checklist

Check that you have completed every section on this form and attach the following:

- Portfolio of evidence (refer Section 3 of the handbook) including:
  - Minimum required number of Bushfire Assessment reports. **Reports are to be provided in both electronic and hard copy format.**
  - Evidence of your qualifications relevant to the category of accreditation requested, if appropriate.
  - Any other relevant documentary evidence that supports the application.
- Insurance policy or certificate of currency for public liability insurance—minimum of AUD \$10 million.
- Insurance policy or certificate of currency for professional indemnity insurance—minimum of AUD \$2 million.
- Recent passport style colour photograph (may also be emailed)
- Payment of the applicable accreditation fees.

## Payment Details

- EFT Payment                      FPA Australia BSB No. 033 083, Account No. 332 932
- Cheque                                Payable to FPA Australia
- Visa                                       MasterCard                       Amex

Card No. \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_ Total Amount: \_\$660.00

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

**Note:** A tax receipt will be sent as confirmation of your application.

<sup>†</sup>*Please do not send payment for the Annual Accreditation Fee at this time. The Annual Accreditation Fee is not due until the applicant has successfully completed the Peer Review process. Please refer to the Accreditation Fees section of the relevant Handbook for current annual accreditation fees.*

## Declaration by Applicant

I, the abovementioned practitioner, hereby declare that the particulars contained in this application, both in this and the preceding pages, and also in any other documents provided with this application are true and correct in every particular.

Furthermore I declare that (please tick boxes):

- I am the author of the bushfire assessment reports / statements submitted with this application.
- I have read and understood all of the requirements and conditions of the most current version of the Bushfire Planning and Design Accreditation Scheme Handbook (<http://www.fpa.com.au/bpad/apply.aspx>) for the jurisdiction/s for which I am applying and will comply fully with all of the requirements of the Handbook as amended.
- I understand and will abide by the Conditions of Accreditation specified in the most current version of the Bushfire Planning and Design Accreditation Scheme Handbook and will accept the decisions of FPA Australia or a representative of FPA Australia.
- I hold the required level of insurance in my name OR my insurance cover is provided by the business that employs or engages me.
- I agree to abide by the most current version of the FPA Australia Code of Professional Conduct (<http://www.fpa.com.au/bpad/code-of-professional-conduct.aspx>) during my accreditation period as a BPAD Accredited Practitioner.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date        /        / \_\_\_\_\_

Send this form, documentary evidence, photograph and payment of application fee to:

**FPA Australia**  
BPAD Accreditation Scheme  
PO Box 1049  
BOX HILL VIC 3128  
Email: [bpad@fpa.com.au](mailto:bpad@fpa.com.au)

<sup>†</sup>Please do not send payment for the Annual Accreditation Fee at this time. The Annual Accreditation Fee is not due until the applicant has successfully completed the Peer Review process.