



RESTORATION OF REGISTRATION OR ENDORSEMENT POLICY

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Version Control

Version	Author	Board Approval Date	Change Description
1.2	SBQ	14 June 2018	-
2.0	SBQ	18 April 2024	Update policy in relation to the Cadastral Endorsement and Consulting Endorsement



Policy Statement

Introduction

This Policy on restoration of registration or endorsement reflects the requirements of the *Surveyors Act 2003*, particularly in the area of maintenance of competency.

When a registered surveyor, with or without endorsements, or a registered surveying graduate or surveying associate allows their registration or endorsement to lapse, this policy sets out the criteria for restoration of the registration or endorsement.

The applicant must demonstrate their competency to the Board.

Surveying Associate

Where a previously registered Surveying Associate has allowed their registration to lapse:

- (a) if less than 3 months has elapsed since the registration lapsed, the person may apply for restoration, including with their application any outstanding CERs and paying the relevant renewal and restoration fees; or
- (b) if more than 3 months and less than 24 months have elapsed since the registration lapsed, the person may apply for restoration including with their application any outstanding CERs and a further CER addressing at least two units of the competency framework and paying the relevant renewal and restoration fees; or
- (c) if more than 24 months have elapsed since the registration lapsed, the person must apply for registration using the same process as for new applicants for registration as a Surveying Associate.

Surveying Graduate

Where a previously registered Surveying Graduate has allowed their registration to lapse, either:

- (a) if less than 3 months have elapsed since the registration lapsed, the person may apply for restoration, providing with their application a copy of the postgraduate training plan and paying the relevant renewal and restoration fees; or
- (b) if more than 3 months have elapsed since the registration lapsed, the person must apply for registration using the same process as for new applicants for registration as a Surveying Graduate (including a postgraduate training plan and all other required documentation).



Surveyor

Section 59 of the *Surveyors Act 2003* allows:

(1) If a person's registration or registration endorsement has expired, the person may, within 3 months after the expiry, apply to the board for restoration of the registration or registration endorsement.

Where the applicant applies for restoration after 3 months but within 24 months of the date of lapse of the registration or endorsement, the applicant must:

1. provide evidence that the person has maintained their competency, by way of a solemn declaration and
 - (a) if the applicant is not seeking restoration of endorsements, providing with their application CERs relevant to some aspect of two of the units of competency in the Surveyor Competency Frameworks; or
 - (b) providing with their application CERs relevant to aspects of each applicable endorsement framework; and
2. pay the relevant renewal and restoration fees.

Where the applicant has allowed the registration or endorsement (**other than a cadastral or consulting endorsement**) to lapse for a period greater than 24 months, the applicant must:

1. provide evidence to the Board to enable it to assess the applicant's current competency, in the form of CERs supporting units or elements of the relevant Competency Framework identified by the Board; and
2. pay the approved fee for assessing a person's competency; and
3. complete a PAP, with payment of the relevant application and assessment fees; and
4. on satisfactory completion of the PAP, make application for registration as a surveyor, or if relevant, granting of the endorsement.

Cadastral Endorsement

Where the applicant has allowed the registration of a cadastral endorsement to lapse for a period greater than 24 months, it will be at the Board's discretion as to how the applicant's competency is to be assessed. eg. the Board may decide that the applicant must attend a 2-hour face-to-face interview with members of the Board to assess the applicant's competency in respect of the Cadastral Endorsement competency framework.



Consulting Endorsement

Section 59 of the *Surveyors Act 2003* allows:

(1) If a person's registration or registration endorsement has expired, the person may, within 3 months after the expiry, apply to the board for restoration of the registration or registration endorsement.

Where the applicant applies for restoration after 3 months of the date of lapse of the registration of a consulting endorsement, the applicant must:

1. provide evidence that the person has maintained their competency, by way of a solemn declaration and provide with their application evidence that they hold professional indemnity insurance to the level required by s3 of the Surveyors Regulation 2014; and
2. pay the relevant renewal and restoration fees.