

# MUTUAL RECOGNITION BUILDING PRACTITIONER REGISTRATION

## HERE'S WHAT YOU NEED TO DO

**SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.**

### Checklist

Please tick once you have completed these sections of the Application Form:

- Part A:** What we need to know about you
- Part B:** Let us know about your interstate/New Zealand registration/licence
- Part C:** Let us know what Victorian class/category you seek to be registered
- Part D:** Insurance
- Part E:** Declaration
- Part F:** Statutory Declaration
- Part G:** Your fee and payment method
- Part H:** Photo ID
- Part I:** National Police Check

Please tick once you have certified copies of your supporting document (do not send originals):

- Certified copies of supporting documents

Remember, every supporting document that you submit with this application must be certified as a true copy of an original. See page 19 for a list of people who can certify a document for you.

**Note:** The information provided in an application must be true and correct. It is an offence under s246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 60 penalty units in the case of a natural person. If you provide false or misleading information, we may refuse your application.

# How to submit your application

Please fill out your Application Form electronically, then print and sign a hard copy.

Submit a hard copy of your application by mail:



**Victorian Building Authority**  
GPO Box 536  
Melbourne VIC 3001

Or in person at the VBA:



**Goods Shed North**  
733 Bourke Street  
Docklands VIC 3008

## Privacy – Collection Notice

### HOW THE VBA USES AND DISCLOSES YOUR PERSONAL INFORMATION

The Victorian Building Authority (ABN 78 790 711 883) is a body corporate established under the *Building Act 1993* (Vic) (**VBA**). The VBA's contact information is as follows:

Address: Goods Shed North, 733 Bourke Street, Docklands Vic 3008.  
Telephone: 1300 815 127

The VBA is committed to protecting the privacy of your personal information in accordance with the *Privacy and Data Protection Act 2014* and the VBA's Privacy and Privacy Statement as amended from time to time.

The personal information you provide to the VBA, including any images or photographs and any and all details provided in this Application Form, will be used by the VBA to process your application. If you do not provide all or any part of the information requested in this Application Form, the VBA may be unable to process and subsequently grant your application.

The VBA may also use such information for the following purposes:

- (a) Research, planning, to meet the VBA's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA (whether to you personally or a member of the public).
- (b) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (c) The production and administration of building and plumbing practitioners' identification cards.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) To enable the VBA to meet its statutory obligations or functions.
- (f) Such other purposes as required by law or authorised under the privacy legislation.

The VBA may also share your personal information with third parties including, but not limited to, different business units within the VBA, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), your clients and the VBA's staff and/or service providers who need to know such information to perform services for the VBA.

The VBA will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent.

You can request access to the personal information which the VBA holds about you. If you become aware that personal information the VBA holds about you is not accurate, complete or up to date, you can ask the VBA to correct it.

The VBA's full Privacy Policy and Privacy Statement are available at [www.vba.vic.gov.au/privacy](http://www.vba.vic.gov.au/privacy). By submitting your application to the VBA, you are deemed to have acknowledged and consented to the VBA using and disclosing your personal information as set out in this Notice.

Reference number

Date

## Part A

### WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT)

\* INFORMATION THAT YOU MUST SUPPLY

Your title\* Mr  Mrs  Ms  Miss

Your first name\* (as it appears on your drivers licence or passport)

Your middle name

Your family name\* (as it appears on your drivers licence or passport)

Your date of birth\*

D	D	/	M	M	/	Y	Y	Y	Y
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Your residential address\* (must not be a post office box)

Suburb

State or territory

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Your postal address (if different from residential address)

### Your contact details:

Email address\*

Mobile number\*

Home phone number

Work phone number

Fax number

### Partnerships

Are you carrying out, or intending to carry out, work as a partner in a partnership? Yes  No

✔ If **YES**, have each other partner complete a separate 'Partner Declaration' and submit with the application form.

Partnership name\*

ABN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Partnership trading name\*

Name of each partner\*



### LET US KNOW ABOUT YOUR CURRENT INTERSTATE/NEW ZEALAND REGISTRATION/LICENCE

1. Type of registration / licence / permit / authority\*

State/Region

Registration No.

Date of registration

Conditions attached to the registration (if any)

Have you carried out work in the state, territory or region in which this registration/licence was issued?

Yes  No

Please attach a **certified copy** of your registration/licence.

2. Type of registration / licence / permit / authority\*

State/Region

Registration No.

Date of registration

Conditions attached to the registration (if any)

Have you carried out work in the state, territory or region in which this registration/licence was issued?

Yes  No

Please attach a **certified copy** of your registration/licence.

3. Type of registration / licence / permit / authority\*

State/Region

Registration No.

Date of registration

Conditions attached to the registration (if any)

Have you carried out work in the state, territory or region in which this registration/licence was issued?

Yes  No

Please attach a **certified copy** of your registration/licence.

**i** If you have additional interstate or NZ registrations or licences, please provide details in a separate document and attach with this application. Please include the same details listed above.

\*For the purposes of this form, the term 'registration' includes licence, permit or authorisation.

## LET US KNOW WHAT VICTORIAN CLASS/CATEGORY OF BUILDING PRACTITIONER YOU SEEK TO BE REGISTERED IN

**Note:** You must have a current registration, licence, permit or authority in Australia or New Zealand equivalent to the category you are applying for.

Select the category and/or class you are seeking to be registered in Victoria.

### Building Inspector

- Building Inspector (unlimited)
- Building Inspector (limited)

### Building Surveyor

- Building Surveyor (unlimited)
- Building Surveyor (limited)

### Commercial Builder

- Commercial Builder (unlimited)
- Commercial Builder (limited to the construction of low rise building work)
- Commercial Builder (limited to the construction of medium rise building work)
- Commercial Builder (limited to the construction of shade structures work)
- Commercial Builder (limited to the erection of signs work)
- Commercial Builder (limited to the installation of blinds and awnings)
- Commercial Builder (limited to non-structural fit-out work)
- Commercial Builder (limited to steel erection work)
- Commercial Builder (limited to structural fit-out work)
- Commercial Builder (limited to structural landscaping work)
- Commercial Builder (limited to waterproofing work)

### Demolisher

- Demolisher (low rise)
- Demolisher (medium rise)
- Demolisher (unlimited)

### Person Responsible for a Building Project

- Project Manager (domestic)

### Domestic Builder

- Domestic Builder (unlimited)
- Domestic Builder (limited to the construction of non-habitable building structures)
- Domestic Builder (limited to the construction of gates and fences)
- Domestic Builder (limited to the construction of retaining walls)
- Domestic Builder (limited to the construction of swimming pools and spas)
- Domestic Builder (limited to the construction of private bushfire shelters)
- Domestic Builder (limited to the construction of shade structures)
- Domestic Builder (limited to the construction of structural landscaping)
- Domestic Builder (limited to bathroom, kitchen and laundry renovation)
- Domestic Builder (limited to earthworks and excavation work)
- Domestic Builder (limited to footings and slab work)
- Domestic Builder (limited to framing)
- Domestic Builder (limited to bricklaying and blocklaying)
- Domestic Builder (limited to external wall cladding)
- Domestic Builder (limited to roof tiling)
- Domestic Builder (limited to waterproofing)
- Domestic Builder (limited to door and window replacement and installation)
- Domestic Builder (limited to site works involved in relocating a dwelling)
- Domestic Builder (limited to re-stumping and re-blocking)
- Domestic Builder (limited to cabinet making, joinery and stair construction)

- Domestic Builder (limited to carpentry)
- Domestic Builder (limited to the erection of poles, masts and antennas)
- Domestic Builder (limited to sheet plastering)
- Domestic Builder (limited to solid plastering and rendering)
- Domestic Builder (limited to floor finishing and covering)
- Domestic Builder (limited to glazing)
- Domestic Builder (limited to insulation work)
- Domestic Builder (limited to painting and decorating)
- Domestic Builder (limited to floor and wall tiling work)
- Domestic Builder (limited to attaching external fixtures)

### Draftsperson

- Draftsperson, Building Design (architectural)
- Draftsperson, Building Design (interior)
- Draftsperson, Building Design (services)

### Engineer

- Engineer (civil)
- Engineer (mechanical)
- Engineer (electrical)
- Engineer (fire safety)

### Erector or Supervisor of Temporary Structures

- Erector or Supervisor, temporary structures (limited to scaffolding and towers)
- Erector or Supervisor, temporary structures (limited to tents and marquees)

### Quantity Surveyor

- Quantity Surveyor



## INSURANCE

### Proof of Insurance

All Registered Building Practitioners are required to carry the appropriate insurance for their registration category. Evidence of insurance is required by the Victorian Building Authority before registering or renewing your registration. Insurance must be in compliance with the relevant Ministerial Order.

↓ Copies of the Ministerial Orders can be located [here](#) on the VBA website

The Victorian Building Authority will not grant approval for registration without written documentation that you are covered by the required insurance.

### Insurance Requirements

- **Letter of Eligibility for Domestic Building Insurance** (also known as Home Warranty Insurance)  
Required for the category of Builder, class of Domestic Builder (unlimited), class of Domestic Builder (limited to a class of work) or class of Project Manager (Domestic).
- **Professional Indemnity Insurance**  
Required for the category of Engineer, Building Surveyor (unlimited), Building Surveyor (limited), Building Inspector (unlimited), Building Inspector (limited), Draftsperson and Quantity Surveyors.
- **Public Liability Insurance**  
Required for the category of Builder, class of Demolisher (low rise), class of Demolisher (medium rise), class of Demolisher (unlimited) and category of Erector or Supervisor (temporary structures).

### Insurance details

Attach proof that you are covered by the required insurance or, in the case of applicants to be solely engaged in domestic building work, attach proof of your eligibility to be covered by the required insurance. You must provide a copy of your renewed Letter of Eligibility for Domestic Warranty Insurance for the next 12 months. This policy must comply with the *Building Act 1993* and the relevant Ministerial Order.

Type of Insurance

- Eligibility for Domestic Building Insurance
- Professional Indemnity Insurance
- Public Liability Insurance

Policy Number

Name of Insured

Insurance From Date

To Date

State covered by this insurance

Insurance Provider

## Part E

**!** You must answer yes or no to all of the following personal probity, financial probity and excluded person questions by ticking the appropriate box

### DECLARATION

#### Personal Probity

- (a) Have you, within the last 10 years, been convicted or found guilty (whether in Victoria or outside Victoria) of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for 6 months or more? Yes  No
- (b) Have you, within the last 10 years, been convicted or found guilty (whether in Victoria or outside Victoria), of an offence under any law regulating building work or building practitioners? Yes  No
- (c) Have you, within the last 10 years, had any registration, licence, approval, certificate or other authorisation as a building practitioner suspended or cancelled (whether in Victoria or outside Victoria), for any reason other than a failure by the person to renew the registration, licence, approval, certificate or other authorisation? Yes  No
- (d) Have you, within the last 10 years, been convicted or found guilty of an offence (whether in Victoria or outside Victoria), against—
- (i) section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*? Yes  No
  - (ii) section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act 1974* (Cth)? Yes  No
  - (iii) section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the Australian Consumer Law (Victoria)? Yes  No
  - (iv) section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act 2010* (Cth)? Yes  No
- (e) Have you, within the last 10 years, been subject to an order of a court or the Victorian Civil and Administrative Tribunal (VCAT) under the following enactments that have not been complied with within the period required by the court or VCAT—
- (i) the *Building Act 1993* or regulations under that Act? Yes  No
  - (ii) the *Domestic Building Contracts Act 1995* or the regulations under that Act? Yes  No



## Financial Probity

(a) Are you, or have you ever been:

(i) an insolvent under administration? Yes  No

(ii) the director of a company that was an externally administered body corporate within the meaning of the *Corporations Act 2001*? Yes  No

(b) Are you currently, or have you ever been, disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001*? Yes  No

(c) Has an insurer ever declined, cancelled, or imposed special conditions in relation to, the provision of professional indemnity insurance, public liability insurance or any other indemnity insurance in relation to you in relation to your work as a building practitioner in Victoria or in an equivalent occupation in the building and construction industry in another State or Territory? Yes  No

(d) Do you have outstanding:

(i) any judgment debt for an amount recoverable by an insurer under a policy of insurance for domestic building work referred to in section 137A or 137B of the *Building Act 1993* that has not been satisfied within the period required for satisfaction of that debt? Yes  No

(ii) any judgment debt for an amount owed to the VBA as a debt due under this Act that has not been satisfied within the period required for satisfaction of that debt? Yes  No

(iii) any judgment debt for an amount payable in relation to a domestic building dispute that has not been satisfied within the period required for satisfaction of that debt? Yes  No

(iv) any amount payable under any dispute resolution order (within the meaning of the *Domestic Building Contracts Act 1995*) or a Victorian Civil and Administrative Tribunal (VCAT) order requiring the payment of an amount in relation to a domestic building dispute that has not been paid within the period required for compliance with that order? Yes  No

(v) any unpaid adjudicated amount due to be paid under the *Building and Construction Industry Security of Payment Act 2002* if—

(1) the period for making an adjudication review application under that Act in relation to that amount has expired; and

(2) the practitioner has not made an adjudication review application in relation to that amount within that period? Yes  No

(e) Are you a Director of a company that has outstanding any judgment debt or unpaid amount referred to in paragraph (d)? Yes  No

(f) Have you been a Director of a company that had outstanding any judgment debt or unpaid amount referred to in paragraph (d) above at the time you were a Director? Yes  No

**PART E CONTINUES NEXT PAGE**

- ✔ If you answered **YES** to any of the questions relating to personal probity or financial probity, please provide details here:

What were the offences or breaches?

When did the event occur?

In which State or Territory did the event occur?

What were the circumstances of the event?

What penalty did you receive?

What have you done to prevent the event from occurring again?

If you need more room, attach an additional page to this form.

## EXCLUDED PERSONS

The VBA cannot grant an application for company registration if a director of the company is an 'excluded person' as defined in s171F of the *Building Act 1993*.

To assist the VBA in assessing the application for company registration, please answer all of the following questions. If you do not answer all of the questions, this will delay the determination of the application.

- (a) Are you currently disqualified by an order of a disciplinary body (meaning the Building Practitioner Board, the Building Appeals Board, Victorian Civil and Administrative Tribunal (VCAT) or the VBA) from applying for registration? Yes  No
- (b) Have you previously held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have you been disqualified from applying for a new registration, and the disqualification period has not ended? Yes  No
- (c) Have you previously held a similar registration<sup>1</sup> in another jurisdiction (for example a State or Territory) that was cancelled due to disciplinary action and either:
- (i) the disqualification period has not ended? Yes  No
- (ii) it is less than 2 years after the day the cancellation occurred if you were not disqualified? Yes  No
- (d) Have you applied for a building practitioner registration in Victoria, or a similar registration<sup>1</sup> in another jurisdiction, within the last 2 years and the application was refused because you provided false and misleading information? Yes  No
- (e) Has an associate<sup>2</sup> held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have they or you, been disqualified from applying for a new registration, and the period of disqualification has not ended? Yes  No
- (f) Has an associate<sup>2</sup> previously held a similar registration in another jurisdiction that was cancelled due to disciplinary action taken by a disciplinary body and either;
- (i) the disqualification period has not ended? Yes  No
- (ii) it is less than 2 years after the day the cancellation occurred if they were not disqualified? Yes  No
- (g) Are you a represented person under the *Guardianship and Administration Act 1986*? Yes  No

<sup>1</sup>**Similar registration** means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that correspond to a relevant registration.

<sup>2</sup>**Associate** means someone who exercises significant influence over you or your business.

## STATUTORY DECLARATION

I, \_\_\_\_\_  
(full name of applicant)

of \_\_\_\_\_  
(full residential address of applicant)

, \_\_\_\_\_  
(occupation)

do solemnly and sincerely declare that the information contained in this application and all supporting documentation is true and correct and undertake to immediately advise the Victorian Building Authority (in writing) of any change in circumstances which may be relevant to my registration.

I give consent to the making of inquiries of, and the exchange of information with, the authorities of any State regarding my activities in the relevant occupation or occupations of otherwise regarding matters relevant to this notice.

I acknowledge that this declaration is true and correct and I make it with the understanding and the belief that a person making a false declaration is liable to the penalties of perjury.

Signed \_\_\_\_\_  
(signature of applicant)

Declared at \_\_\_\_\_ In the state of \_\_\_\_\_  
(town in which declaration was signed) (State in which declaration was signed)

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(day of month) (month) (year)

Before me

\_\_\_\_\_  
Signature of Authorised Witness

, \_\_\_\_\_  
(occupation)

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958*. (Eg Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

## APPLICATION FEE AND PAYMENT METHOD

- ▶ If you are applying to be registered in the category of Builder, class of Domestic Builder (unlimited), Domestic Builder (limited to a class of work) or Project Manager (Domestic), the fee to lodge this application is **\$250.20**.
- ▶ If you are applying to be registered in any other category or class, the fee to lodge this application is **\$125.70**.

Please pay the appropriate fee(s) as outlined above, if you are unsure of the required fees please call the VBA.

Please select your payment method:

credit card     cheque     money order

Please make cheques and money orders payable to: **Victorian Building Authority**

**Note:**

- ▶ The VBA does not accept cash

**PART G CONTINUES NEXT PAGE**



### CREDIT CARD PAYMENT DETAILS

Card type:

Visa     Mastercard

Amount:

(select relevant fee from page 13)


Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder



*(must be a handwritten signature)*

Date of signature

/  /



**PLEASE DO NOT PRINT FORM PAGES ON THE BACK OF THIS PAGE  
BECAUSE THIS PAGE WILL BE DESTROYED.**

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## PHOTO IDENTIFICATION FORM

Complete and submit this form with your application if:

- › you are not currently registered as a building practitioner in Victoria

OR

- › you are currently registered as a building practitioner in Victoria, and your last application to be registered was lodged more than three years ago.

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph, the category and class of building practitioner in which you are registered, and any conditions imposed on your registration.

### Your details

First name

Last name

Your date of birth

  /   /    

### Photo requirements

You must provide two photos of yourself with your application.

- Print your name on the back of each photo.
- Affix the two photos in the space below with double sided tape. Do not place any tape on the front of the photos.

The photos must be:

- › identical
- › in colour
- › less than six months old
- › 4.5–5 cm in height and 3.5–4 cm in width
- › without a border
- › good quality gloss prints on photo paper.

In the photo, you must:

- › be in sharp focus
- › have a plain, light-coloured background
- › be uniformly lit (no shadows or reflections)
- › look directly at the camera
- › not have hair or garments covering your face
- › have a neutral expression (not laughing, smiling or frowning).

### For office use only

Application reference number

Practitioner identification number

AFFIX PHOTO  
HERE

AFFIX PHOTO  
HERE



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## NATIONAL POLICE CHECK

To support your registration application we require you to undertake a national police check, via our online service provider. Once we receive this application we will send you an email, containing a secure link, to enable you to complete the national police check application quickly and efficiently.

# People who can certify copies of original documents

## People working in these occupations

Chiropractor  
Dentist  
Legal practitioner  
Medical practitioner  
Nurse  
Optometrist  
Patent attorney  
Pharmacist  
Physiotherapist  
Psychologist  
Trade marks attorney  
Veterinary surgeon

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## Others

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailliff  
Bank officer with five or more continuous years of service  
Building society officer with five or more years of continuous service  
Chief executive officer of a Commonwealth court  
Clerk of a court  
Commissioner for Affidavits  
Commissioner for Declarations  
Credit union officer with 5 or more years of continuous service  
Employee of the Australian Trade Commission who is:  
(a) in a country or place outside Australia, and  
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*, and  
(c) exercising his or her function in that place  
Employee of the Commonwealth who is:  
(a) in a country or place outside Australia, and  
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*, and  
(c) exercising his or her function in that place  
Fellow of the National Tax Accountants' Association  
Finance company officer with five or more years of continuous service  
Holder of a statutory office not specified elsewhere in this list  
Judge of a court  
Justice of the Peace  
Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- (a) an officer, or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service, or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants

Member of:

- (a) the Parliament of the Commonwealth, or
- (b) the Parliament of a state, or
- (c) a territory legislature, or
- (d) a local government authority of a state or territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority, or
- (c) a local government authority, with five or more years of continuous service who is not specified elsewhere in this list

Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority

Sheriff

Sheriff's officer

Teacher employed on a full time basis at a school or tertiary education institution

Member of the Australasian Institute of Mining and Metallurgy