

APPLICATION TO RENEW PLUMBING LICENCE/REGISTRATION AFTER EXPIRY

HERE'S WHAT YOU NEED TO DO

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

When to use this form

Use this form to apply to renew your registration or licence as a plumbing practitioner if it has expired.

⚠ Please note: The VBA cannot renew the licence or registration of a person who applies to renew it after it has expired, unless:

- the person pays a late renewal fee, and
- the VBA is satisfied that the person did not carry out any plumbing work or specialised plumbing work after their registration or licence expired.

✓ 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 registration/licence you wish to renew
- Part C:** Reason for failing to renew and how you have kept your knowledge up-to-date
- Part D:** Work History since your registration/licence expired
- Part E:** Understand your obligations in regard to the (online) National Police Check process
- Part F:** Declaration
- Part G:** Proof of Insurance
- Part H:** Fee and Payment method
- Part I:** Photo Identification Form
- Part J:** Statutory Declaration
- Part K:** Your Signature

Note: The information provided in an application must be true and correct. It is an offence under s221V of the *Building Act 1993* to give false or misleading information in relation to an application for the renewal of a licence or registration, and this offence carries a maximum penalty of 50 penalty units. 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. 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.

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

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

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*

 / /

Your residential address* (must not be a post office box)

Suburb

State or territory

Postcode

Your postal address (if different from residential address)

Your contact details:

Email address*

Mobile number*

Home phone number

Work phone number

Fax number

Part B

LET US KNOW ABOUT THE REGISTRATION/LICENCE YOU ARE APPLYING TO RENEW

* INFORMATION THAT YOU MUST SUPPLY

Your application is to renew the licence/registration you held immediately before it expired.

Tick the relevant registration/licence you are applying to renew*:

- Registration
- Licence
- Private Plumbing Work Licence
- Reduced Fee Registration


Your Practitioner Number*

Date licence/registration expired

D	D	/	M	M	/	Y	Y	Y	Y
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Part C

REASON FOR FAILING TO RENEW AND HOW YOU HAVE KEPT YOUR KNOWLEDGE UP-TO-DATE

 Please remember when answering the following, if you do not provide sufficient detail the VBA will request further information from you. This will increase the processing time of your application.

Please explain why you failed to apply to renew your registration/licence before it expired.

If your registration/licence expired more than three years ago, please explain your reason for the extended period of time before you applied to renew it.

Are you, or have you previously been, authorised to carry out plumbing work outside of Victoria?

Yes No

 **If YES, please attach a certified copy of that authorisation to this application.**

If your registration/licence expired more than three year ago, please explain what you have done to maintain your knowledge of current Australian plumbing standards and regulatory requirements.

WORK HISTORY SINCE YOUR REGISTRATION/LICENCE EXPIRED

Please set out your employment history since your registration or licence expired.

Employer 1

Employer / Supervisor name

Your Position / Title

Company

Dates of employment

From: / /

To: / /

Address of employer

Suburb

State or territory

Postcode

Employer primary contact number

Employer Practitioner Number

What were your exact responsibilities/duties?

Did you carry out plumbing work* during the above period of employment?

Yes No

Employer 2

Employer / Supervisor name

Your Position / Title

Company

Dates of employment

From: / /

To: / /

Address of employer

Suburb

State or territory

Postcode

Employer primary contact number

Employer Practitioner Number

What were your exact responsibilities/duties?

Did you carry out plumbing work* during the above period of employment?

Yes No

Please attach more pages if you have more than two employers since expiry has occurred

* **‘Plumbing work’** means work that falls within the scope of work as set out in the Plumbing Regulations 2018 for the following classes of plumbing work and specialised plumbing work.

- | | | |
|---------------------------------------|---------------------------------------|--|
| • Backflow Prevention work; | • Mechanical Services work; | • Type A Appliance Servicing work; |
| • Drainage work; | • Refrigerated Air-Conditioning work; | • Type B Gasfitting work; |
| • Fire Protection work; | • Roofing (Stormwater) work; | • Type B Gasfitting Advanced work; and |
| • Gasfitting work; | • Sanitary work; | • Water Supply work. |
| • Irrigation (Non-Agricultural) work; | • Type A Appliance Conversion work; | |

Part E

UNDERSTAND YOUR OBLIGATIONS IN REGARD TO THE (ONLINE) NATIONAL POLICE CHECK PROCESS



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.

DECLARATION

⚠ Please provide an explanation even if the conviction, suspension, cancellation, insolvency or disqualification occurred outside Victoria. If you do not provide sufficient detail the VBA will request further information from you. This will increase the processing time of your application.

1. Have you, since you were last registered or licensed in Victoria, been convicted of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for six months or more? Yes No
2. Have you, since you were last registered or licensed in Victoria, been convicted of an offence under any law regulating plumbing work or specialised plumbing work? Yes No
3. Have you, since you were last registered or licensed in Victoria, had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled in any jurisdiction for any reason other than failure to renew that authorisation? Yes No
4. Have you, since you were last registered or licensed in Victoria, become an insolvent under administration? Yes No
5. Have you, since you were last registered or licensed, been convicted of an offence against:
 - (a) the *Fair Trading Act 1985*? Yes No
 - (b) the *Fair Trading Act 1999*? Yes No
 - (c) the *Trade Practices Act 1974*? Yes No
 - (d) the Australian Consumer Law (Victoria)? Yes No
 - (e) the *Competition and Consumer Act 2010* (Cwlth)? Yes No
6. Are you currently disqualified by an order of any regulatory body from acting as a licensed or registered plumber (or equivalent occupation under the jurisdiction of the regulatory body) regardless of whether this occurred in Victoria or elsewhere? Yes No

✔ If YES for any of the above questions, please answer the following questions.

What were the offences or breaches that resulted in the conviction, suspension, cancellation, insolvency or disqualification?

When did the event occur?

In which State or Territory did the event occur?

What were the circumstances leading to the conviction, suspension, cancellation, insolvency or disqualification?

What penalty did you receive?

What have you done to prevent the event that resulted in the conviction, suspension, cancellation, insolvency or disqualification from occurring again?



Please attach any documentation you believe may be relevant e.g. evidence that you have paid your fines, discharged bankruptcy etc

Part G



PROOF OF INSURANCE (required if renewing a licence)

Insurance details

Only fill in this section if you are applying to renew a licence.

If you are applying to renew a licence, the VBA will write to you to ask that you provide proof of insurance if it is satisfied that your application should be granted.

You can provide this information upfront, but be aware that the VBA may not consider it appropriate to renew your licence. If you are providing this information upfront, please tick the type of insurance you are providing.

Type of Insurance:

General Insurance Type B and General Private Plumbing

Attach a copy of your current Certificate of Currency issued by your insurer in accordance with the Gazetted Ministerial Order, and specify the type of insurance below.

Part H

APPLICATION FEE AND PAYMENT METHOD

➤ Please tick the box below that relates your application to calculate the fee you are required to pay before the VBA can grant your application for renewal.

- If you are applying to renew your **registration** as a plumbing practitioner, your fee is **\$424.82**
(\$76.44 late fee + \$348.38 renewal fee)
- If you are applying to renew your **licence** as a plumbing practitioner, your fee is **\$385.23**
(\$76.44 late fee + \$308.79 renewal fee)
- If you are applying to renew your **private plumbing work licence**, your fee is **\$204.15**
(\$76.44 late fee + \$127.71 renewal fee)
- If you are applying to renew your **reduced fee plumbing registration**, your fee is **\$192.47**
(\$76.44 late fee + \$116.03 renewal fee)

Payment Due:

<input type="text" value="\$76.44"/>	+	<input type="text"/>	=	<input type="text"/>
Late fee		Renewal fee		Total authorised payment amount

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.

If you do not authorise the correct payment, this will delay the processing of your application



CREDIT CARD PAYMENT DETAILS

Card type:

Visa Mastercard

Amount:

(select relevant fee from page 10)


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 the VBA grants your application to renew your registration/ licence, we will issue you with an identification card showing your name, your photograph and the classes or specialised classes of plumbing work that you are authorised to carry out.

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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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 (VBA) (in writing) of any change in circumstances which may be relevant to my application.

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 give consent to the VBA contacting the persons listed in this application for the purpose of verifying the information provided in this application (e.g., former or current employers).

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 or other persons listed on page 3)

YOUR SIGNATURE

- I understand the VBA may request more information from me to help decide whether to renew my licence/registration as a plumbing practitioner.
- I acknowledge that it is an offence to make any false or misleading statement or provide any false or misleading information to the Victorian Building Authority in relation to this application (Section 221V of the *Building Act 1993*).

Signature of applicant



(must be a handwritten signature)

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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END OF APPLICATION FORM