

# BUILDING PRACTITIONER REGISTRATION RENEWAL

## HERE'S WHAT YOU NEED TO DO

**YOU MUST COMPLETE AND SUBMIT THIS FORM AT LEAST THREE MONTHS  
BEFORE YOUR REGISTRATION'S EXPIRY DATE**

**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:** Renewal category and class
- Part C:** Declaration
- Part D:** Understand your obligations in regard to the (online) National Police Check process
- Part E:** Insurance
- Part F:** Renewal Fee and payment method
- Part G:** Photo Identification
- Part H:** Your Signature

### Remember:

- Use this form to renew your personal registration. Do not use this form to apply to renew a company registration.
- A separate application form must be used for each category/class of registration you are seeking to renew.
- This application for renewal is made under Section 173 of the *Building Act 1993*
- 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, and this offence carries a maximum penalty of 50 penalty units in the case of a natural person and 300 penalty units in the case of a body corporate. If you provide false or misleading information, we may refuse to renew your registration.

# 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.

# Part A

## WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT) \* INFORMATION THAT YOU MUST SUPPLY

Your title\* Mr  Mrs  Ms  Miss  Other

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 business address (this address will be listed in the public register once your application has been granted)

Suburb

State or territory

Postcode

### Your contact details

Email address\*

Mobile number\*

Home phone number

Work phone number

Fax number

Preferred contact method

### 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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Partnership trading name\*

Name of each partner\*

## Part B

### RENEWAL CATEGORY AND CLASS

Specify your building practitioner number and the category and class in which you seek to renew.

Registration category and class

Registration number

Registration expiry date

#### ! IMPORTANT

- > You must complete a separate form for each registration that you hold.
- > You must lodge your application to renew at least 3 months before your registration is due to expire.

## Part C

**!** 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

**PART C CONTINUES NEXT PAGE**

## 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 C CONTINUES NEXT PAGE**

**C continued**

- ✔ 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.

## Part D

### UNDERSTAND YOUR OBLIGATIONS IN REGARDS 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.





## INSURANCE

### Proof of Insurance

If you are registered in the category and class of **Domestic Builder (Unlimited)** or **Domestic Builder (Manager)** or **Domestic Builder (Limited)**:

- Attach written proof that you are eligible to purchase Domestic Building Insurance. The letter of eligibility must be issued **no more than four months before** the registration expiry date. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility

If you are registered in the category and class of **Commercial Builder (Limited)** or **Commercial Builder (Unlimited)**:

- You are not required to provide proof of insurance.

If you are registered in the category and class of **Demolisher (Low Rise Buildings)** or **Demolisher (Medium Rise Buildings)** or **Demolisher (Unlimited)** or **Erector** or **Supervisor (Temporary Structures)**:

- Attach written proof that you are covered by Public Liability insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of insurance.

The insurance must cover you for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer. Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your registration if you are no longer covered by the required insurance.

If you are registered **any other category and class of building practitioner**:

- Attach written proof that you are covered by Professional Indemnity insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

The insurance must cover you for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer. Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your registration if you are no longer covered by the required insurance.

**! PLEASE COMPLETE THIS SECTION CAREFULLY. YOUR APPLICATION WILL NOT BE GRANTED IF YOUR PROOF OF INSURANCE / LETTER OF ELIGIBILITY IS OUT OF DATE OR DOES NOT MEET THE REQUIREMENTS SET OUT ON THIS PAGE.**

PART E CONTINUES NEXT PAGE

## Insurance Requirements

The insurance policy (or eligibility to purchase domestic building insurance) must comply with the *Building Act 1993* and the relevant Ministerial Order. Refer to the Ministerial Orders here on the VBA website to ensure you understand the requirements that the policy must meet.

### Remember!

The policy must comply with the Ministerial Order. Amongst other requirements it must not exclude liability for loss or damage arising out of or concerning work as defined in the *Building Act 1993* in the state of Victoria.

The VBA may immediately suspend your registration if you cease to be covered by the required insurance.

If your policy is renewed before your annual fee and insurance check is due, please provide updated proof of your insurance cover to the VBA by email at [buildingreg@vba.vic.gov.au](mailto:buildingreg@vba.vic.gov.au).

### Policy details

Director / Partner     Sole trader

Policy Number

Entity that is insured

Insurance Provider

Commencement date of insurance

Expiry date of insurance

## APPLICATION FEE

If you are applying to renew your registration in the category of **Domestic Builder (Unlimited)** or **Domestic Builder (Manager)** or **Domestic Builder (Limited)** or **Project Manager (Domestic)** AND you submit your application more than three months before your expiry date, the fee is \$428.50\*

OR

If you are applying to renew your registration in the category of **Building Surveyor** or **Building Inspector** or **Commercial Builder** or **Demolisher** or **Draftsperson** or **Engineer** or **Erector** or **Supervisor of Temporary Structures** or **Quantity Surveyor** AND you submit your application more than three months before your expiry date, the fee is \$214.30\*

OR

If you are applying to renew your registration in the category of **Domestic Builder (Unlimited)** or **Domestic Builder (Manager)** or **Domestic Builder (Limited)** or **Project Manager (Domestic)** AND you submit your application less than three months before your expiry date, or after your expiry date, the fee is \$538.50  
(This includes \$428.50 application fee + \$110.00 late fee).

OR

If you are applying to renew your registration in the category of **Building Surveyor** or **Building Inspector** or **Commercial Builder** or **Demolisher** or **Draftsperson** or **Engineer** or **Erector** or **Supervisor of Temporary Structures** or **Quantity Surveyor** AND you have submitted your application less than three months before your expiry date, or after your expiry date, the fee is \$324.30  
(This includes \$214.30 application fee + \$110.00 late fee).

\* If you hold a current registration in more than one category and class of building practitioner, you may be eligible for a discounted fee. Visit the 'building registration fees' page of the VBA website ([www.vba.vic.gov.au](http://www.vba.vic.gov.au)) to learn more. If you are eligible, pay the discounted fee.

If you are unsure of your expiry date, check the public register on the VBA website.

**! PLEASE COMPLETE THIS SECTION CAREFULLY.**  
**YOUR APPLICATION WILL NOT BE GRANTED IF YOU DO NOT AUTHORISE THE CORRECT FEE.**

## PAYMENT METHOD

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 F CONTINUES NEXT PAGE**



### CREDIT CARD PAYMENT DETAILS

Card type:

Visa     Mastercard

Amount:

(Select relevant fee from page 11)

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.**

PAGE INTENTIONALLY LEFT BLANK



## PHOTO IDENTIFICATION FORM

### 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

PAGE INTENTIONALLY LEFT BLANK

## YOUR SIGNATURE

- I understand that the VBA may request more information from me to help it decide whether to grant my application for renewal as a registered building 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 246 of the *Building Act 1993*).
- This check box relates to public liability insurance and professional indemnity insurance. I am covered by the required insurance, and the policy does not include exclude liability for loss of damage arising out of, or concerning, building work as defined in the Building Act 1993 in the State of Victoria.

Signature of applicant



*(must be a handwritten signature)*

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

**END OF APPLICATION FORM**