

# MUTUAL RECOGNITION PLUMBING PRACTITIONER

## 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
- Part C:** Let us know what Victorian class you seek to be registered/licensed in
- Part D:** Insurance
- Part E:** Understand your obligations in regard to the (online) National Police Check process
- Part F:** Declaration
- Part G:** Statutory Declaration
- Part H:** Your fee and payment method
- Part I:** Photo ID

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 3 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 s221V 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 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](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.

# 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

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  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

Country

Your postal address (if different from residential address)

#### Your contact details:

Email address\*

Mobile number\*

Home phone number

Work phone number

Fax number

Preferred contact method



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

### 1. Type of registration / licence / permit / authority

State/Region

Issued No.

Date issued

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

Conditions attached to the registration / licence / permit / authority (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

Issued No.

Date issued

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

Conditions attached to the registration / licence / permit / authority (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

Issued No.

Date issued

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

Conditions attached to the registration / licence / permit / authority (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.

**!** 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.

# Part C

## LET US KNOW WHAT VICTORIAN CLASS OR SPECIALISED CLASS OF PLUMBING WORK YOU SEEK TO BE REGISTERED/LICENCED IN

Main Classes	Registration	Licence	Specialised Classes	Registration	Licence
Drainage work	<input type="checkbox"/>	<input type="checkbox"/>	Backflow Prevention	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection work	<input type="checkbox"/>	<input type="checkbox"/>	Type A Appliance Conversion work	<input type="checkbox"/>	<input type="checkbox"/>
Gasfitting work	<input type="checkbox"/>	<input type="checkbox"/>	Type A Appliance Servicing work	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation (Non-agricultural) work	<input type="checkbox"/>	<input type="checkbox"/>	Type B Advanced Gasfitting work	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Services work	<input type="checkbox"/>	<input type="checkbox"/>			
Refrigerated Air-Conditioning	<input type="checkbox"/>	<input type="checkbox"/>			
Roofing (Stormwater) work	<input type="checkbox"/>	<input type="checkbox"/>			
Sanitary work	<input type="checkbox"/>	<input type="checkbox"/>			
Type B Gasfitting work	<input type="checkbox"/>	<input type="checkbox"/>			
Water Supply work	<input type="checkbox"/>	<input type="checkbox"/>			

**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 class you are seeking to be registered/ licensed in Victoria.

## Part D



### INSURANCE

#### Proof of Insurance

People seeking a licence to carry out plumbing work in Victoria must provide evidence to the VBA that they have the required insurance before the VBA can grant their application.

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 cannot grant an application for a licence to carry out plumbing work without written evidence that you are covered by the required insurance.

#### Insurance Requirements

- **Licensed Plumbers General Insurance Order**  
*(minimum insurance required by all licensed persons, except those licensed in Type B Gasfitting)*
- **Licensed Plumbers (Type B Gasfitting work) Insurance Order**  
*(minimum insurance required by all persons licensed in Type B Gasfitting work)*

#### Insurance details

Please provide a Certificate of Currency to the VBA, which details your name, insurer details and the notation.

Type of Insurance

- Licensed Plumbers General Insurance Order
- Licensed Plumbers (Type B Gasfitting work) Insurance Order

Policy Number

Name of Insured

Insurance From Date

To Date

State covered by this insurance

Insurance Provider

## 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

1. Are you subject of disciplinary proceedings in any Australian State, Territory or in New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to those occupations? Yes  No
2. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for 6 months or more? Yes  No
3. Have you been convicted of an offence under any law regulating plumbing work or specialised plumbing work? Yes  No
4. Have you had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled for any reason other than failure to renew that authorisation? Yes  No
5. Have you ever been insolvent under administration? Yes  No
6. Have you held or do you hold any licence, permit, registration or other authority enabling you to work as a plumber in Victoria or in an equivalent occupation in the plumbing industry in another Australian State, Territory or in New-Zealand that has ever been cancelled or suspended? Yes  No
7. Have you ever been convicted of an offence against:
  - (a) the *Fair Trading Act 1985* (Victoria)? Yes  No
  - (b) the *Fair Trading Act 1999* (Victoria)? Yes  No
  - (c) the *Trade Practices Act 1974* (Cwlth)? Yes  No
  - (d) the Australian Consumer Law (Victoria)? Yes  No
  - (e) the *Competition and Consumer Act 2010* (Cwlth)? Yes  No
8. Are you currently disqualified by an order of any regulatory body from acting as a licensed or registered plumber (or equivalent occupation that is regulated in another jurisdiction)? Yes  No
9. Are you personally prohibited from carrying out an equivalent occupation in any State and/or are you subject to any special conditions in carrying out that occupation, as a result of criminal, civil or disciplinary proceedings? Yes  No

✓ If **YES** for any of the above questions, 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 you have done to prevent the event from occurring again?



## 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)

# Part H

## APPLICATION FEE AND PAYMENT METHOD

Application Fee (non-refundable) **\$55.49**

➤ Registration Fee (3 year period) **\$348.38**

➤ Licence Fee (1 year period) **\$308.79**

Payment Due:

<input type="text" value="\$55.49"/>	+	<input type="text"/>	=	<input type="text"/>
--------------------------------------	---	----------------------	---	----------------------

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 H CONTINUES NEXT PAGE**



### CREDIT CARD PAYMENT DETAILS

Card type:

Visa     Mastercard

Amount:

+  =

Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder

*(must be a handwritten signature)*

Date of signature

/   /

**This page will be destroyed once your payment has been processed.**



**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

Complete and submit this form with your application if:

- > you are not currently registered or licensed as a plumber in Victoria

OR

- > you are currently registered/licensed as a plumber in Victoria, and your last application to the VBA to be registered/licensed was lodged more than three years ago.

If your application is granted, we will issue you with an identification card showing your name, your photograph, and your level of accreditation.

### 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

END OF APPLICATION FORM