

# Instructions



## Lodge a Compliance Certificate

To **Lodge a Compliance Certificate**:

1. Click the **Certificate No** of an entry you want from your **Compliance Certificate** list. This link will only be active if you have a current licence

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10001001	7481	Allocated	18-07-2017		109 LOCK RD GISBORNE SOUTH VIC 3437			<a href="#">Bookings</a>
10000998	7478	Purchased	05-05-2017					<a href="#">Bookings</a>

### FORM ELEMENTS

#### PART A

**Compliance Certificate**

Practitioner name: Bertram Wooster      Licence number: 9935287

Compliance Certificate No: 10001001      Water Authority Consent to Connect Number:

Installation address: 109 LOCK RD GISNE SOUTH VIC 3999

Type of work completed \*  
 Domestic / Residential  
 Commercial / Industrial Work

Work relates to:  
 A gas meter installation  
 An LPG cylinder installation

Date of completion \*

Gas/LPG Reference number:

**Annotations:**  
- Click Cancel to return to your compliance certificate list page. No changes will be saved. (points to Cancel button)  
- If you need to change the address click Edit Address (points to Edit address button)  
- Mandatory questions are marked with a \* (points to Type of work completed and Date of completion)  
- Allows you to pick a date from a calendar (points to Date of completion calendar icon)

Aspects:

- Validate a Water Authority Consent to Connect number** – This is an optional field. If you need to link a certificate to a Water Authority’s Consent to Connect, enter the number and click Validate. See the Water Authority Consent to Connect section below for a detailed description
- Edit installation address** – On occasion you may need to modify the address that is already associated with this certificate. Click Edit Address and follow the instructions in the Edit installation address section below
- Gas meter / LPG work** – This section will only be available if you are licensed in Gasfitting. If you select either option you will also have the option to enter a Gas / LPG reference number
- If the Gas Company has validated a meter installation for this certificate, the reference number will be populated

## PART B

Below ground sanitary drain \*

- Yes  
 No

A

Have you provided 'as laid' property drainage plan with the relevant Water Authority ?

- Yes  
 No

Value of plumbing work \* ?

Work relates to a Cooling Tower \*

- Yes  
 No

Work relates to 6 star sustainability rating \*

- Yes  
 No

B

What type of work was it related to

- Rainwater tanks  
 Solar installation  
 Recycled water installation

Aspects:

- A. Below ground sanitary drain** – This section will only be available if you are licensed in Drainage. If you select Yes you must also provide an answer to the *Have you provided 'as laid' property drainage plan with the relevant Water Authority* question
- B. 6 star sustainability** – This section will only be available if you licensed in Drainage, Gasfitting, Roofing, Stormwater or Water supply

## PART C

### Work relates to a Recreational Vehicle \*

- Yes  
 No

A

### Chassis number

### Work relates to a Performance Solution \*

- Yes  
 No

### Upload supporting documentation if desired ?

Please note: Uploading of documents will not mean the performance solution is approved.

Upload New

### Work relates to a Modification \*

- Yes  
 No

### Enter modification reference number

Not answered

### Work categories \*

Select the categories of work carried out

Note: You may only select work that you are currently licensed to carry out

- Drainage  
 Gasfitting  
 Sanitary  
 Water supply

You will only see Work Categories that relate to work you are **currently licensed** to carry out

### Installation details \*

e.g. scope of work undertaken, etc.

### Upload supporting documentation if desired ?

Upload New

B

### Appliance/Product Information

e.g. appliance name, appliance type, serial number, etc.

### Upload supporting documentation if desired ?

Upload New

### Practitioner declaration \*

- The plumbing work was carried out by me or under my supervision  
 I have inspected and tested the work started by another licensed practitioner. Any necessary further work was carried out by me or under my supervision

### I confirm: \*

- The above compliance certificate details are correct and ready to be lodged with the VBA  
 I provide this compliance certificate in accordance with 221ZH(2)(a) of the Building Act 1993 initiating the status of a signed document

### Not ready to lodge?

- I just want to save this record for now

C

D

Lodge

## Aspects:

- A. Recreational vehicle and chassis number** – The chassis number field will only be available if you answer Yes to *Work relates to a recreational vehicle*
- B. Upload supporting documents** – Uploading documents as part of your compliance certificate is optional. Click Upload New and select your file. See the Uploading documents section below for a more detailed description
- C. Not ready to lodge?** – If you are not yet ready to lodge you can simply save the record. Select this option and the Lodge button will change to a **Save** button
- D. Lodge your certificate** - Click onto the **Lodge** button to lodge the **Compliance Certificate**

Not ready to lodge?

I just want to save this record for now

Save

- E. When a **Compliance Certificate** is **lodged**, you will receive confirmation of the lodgement

#### Compliance certificate lodged

1 File (Download All)

- 10000898 v1 - ComplianceCertificate (pdf)

#### Your compliance certificate has been lodged.

Thank you for lodging your Compliance Certificate with the VBA. A copy is available at the link above for you to download and issue to your consumer. You will also receive a confirmation email with the PDF attached.

Please ensure a copy of the Compliance Certificate is issued to the consumer within 5 days of the work completion date lodged with the VBA.

[Compliance Certificates List](#)

- F. Click onto the **Compliance Certificate** link (e.g. 10000898 v1 – ComplianceCertificate (pdf) to download the certificate
- G. Click on **Compliance Certificates List** button to return to the **Plumbing** home page

#### LODGING A COMPLIANCE CERTIFICATE FOR A PENDING, FAILED OR CANCELLED INSPECTION

If you have a pending, failed or cancelled inspection, you will only see the option to **SAVE**. The message below will be display at the bottom of the form.

#### You have a pending, failed or cancelled inspection and cannot lodge at this time

You may lodge this certificate after the outcome of the inspection is successful

[Save](#)

In the above case you can fill out the form and can only **SAVE** it and lodge once your inspection has been approved (passed).

#### MANDATORY QUESTIONS HAVE NOT BEEN ANSWERED

If one or more **mandatory question** (red asterisk **\***) is not answered and you attempt to Lodge the Certificate, **VBA360** will notify you that you have missed questions and you will need to go back and fix them up. Once fixed, you may attempt to Lodge the certificate again.

Practitioner declaration \*

- The plumbing work was carried out by me or under my supervision
- I have inspected and tested the work started by another licensed practitioner. Any necessary further work was carried out by me or under my supervision

**This field is mandatory when preparing to lodge this certificate**

I confirm: \*

- The above compliance certificate details are correct and ready to be lodged with the VBA

**This field is mandatory when preparing to lodge this certificate**

- I provide this compliance certificate in accordance with 221ZH(2)(a) of the Building Act 1993 initiating the status of a signed document

**This field is mandatory when preparing to lodge this certificate**

Not ready to lodge?

- I just want to save this record for now

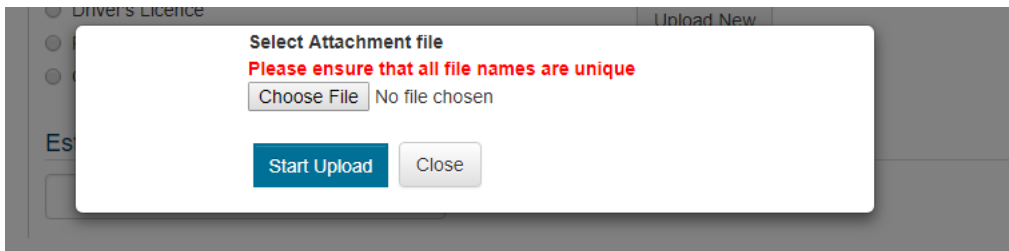
Mandatory questions have not been answered. Please correct them to continue.

[Lodge](#)

## UPLOADING DOCUMENTS

**File Uploads** – Uploading documents as part of your **Compliance Certificate** is entirely optional:

1. Click onto the **Upload New** button and a pop up will appear



2. Select **Choose File** button, navigate to the location on your computer or device where the file has been stored
3. Select it and click onto the **Start Upload** button
4. Once you have uploaded a file the file name will appear

Attach a copy of your photo ID \* ?

[Clear content selection](#)

(Proof of Identity.jpg) [\[Open\]](#)

To **Delete a File** and **Select** a new one:

1. Click **Clear Content Selection**.
2. To open the file and make sure it is the one you intended, click onto the **Open** link.

**Please note: The maximum file size is 20MB. Accepted file types can be found by clicking ? next to the question**