

# PLUMBING ACCREDITATION RENEWAL

## 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 Form:

- Part A: What we need to know about you
- Part B: Insurance (only required if renewing a licence)
- Part C: Declaration
- Part D: Fees and Payment method
- Part E: Photo ID form


### How to submit your application

Please fill out your 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

**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 and 300 penalty units in the case of a body corporate. If you provide false or misleading information, we may refuse your application.

# 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 Practitioner Number\*

Your family name\* (as it appears on your drivers licence/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

#### Your contact details:

Email address\*

Mobile number\*

Home phone number

Work phone number

Fax number

### What accreditation are you seeking to renew?

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

## Part B

### INSURANCE

Please note that insurance details are only required if you wish to renew a licence.

Please 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.

Type of insurance:

- General                       Type B and General                       Private Plumbing

- I have included a copy of my Certificate of Currency.

**OR**

- I have arranged for a copy of my Certificate of Currency to be forwarded to the VBA at [plumbingreg@vba.vic.gov.au](mailto:plumbingreg@vba.vic.gov.au)

## 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 D

### FEES AND PAYMENT METHOD

Below are a list of the relevant fees for each accreditation. Please select the relevant fee to the accreditation you wish to apply to renew.

Application fee	\$55.49
Late renewal / Reinstatement fee	\$76.44
Registration fee	\$348.38
Licence fee (1 year period)	\$308.79
11 month Licence fee	\$283.03
10 month Licence fee	\$257.30
9 month Licence fee	\$231.57
8 month Licence fee	\$205.84
7 month Licence fee	\$180.11
6 month Licence fee	\$154.39
5 month Licence fee	\$128.65
4 month Licence fee	\$102.92
3 month Licence fee	\$77.19
2 Month Licence fee	\$51.46
1 month Licence fee	\$25.73
Reduced Registration fee	\$116.03
Private Plumbing Work Licence fee (1 year period)	\$127.71

Please pay the appropriate fee(s) as outlined above, if you are unsure of the required fees visit the VBA website for more information.

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 D 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

Date of signature

*(must be a handwritten 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.**



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## PHOTO IDENTIFICATION FORM

Complete and submit this Photo ID form if you are currently registered or licensed as a plumber in Victoria, and your last application to the VBA to be registered or licensed was lodged more than three years ago.

### Your details

First name

Last name

Your date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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### 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

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Practitioner identification number

AFFIX PHOTO  
HERE

AFFIX PHOTO  
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