

# Domestic Builder

(Limited to Door & Window Replacement & Installation)

## Technical Referee Report

**This report must be completed by the referee and accompanies the Domestic Builder (limited to door and window replacement and installation) registration application form.**

To be a referee you should be a registered Domestic Builder (unlimited) or in the class of building work for which the applicant is applying. You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about domestic building work that the applicant carried out under your supervision.

The VBA uses your referee report to help determine whether an applicant should be registered as a building practitioner. We may contact you to confirm the information in this reference.

## Part A

### About You (the technical referee)

Mr	Mrs	Ms	Miss	Other	* Information you must supply
First name*				Middle name	
Surname*				Date of birth*	
Email*					
Your registration number*			Your contact number*		

If you are not a registered building practitioner, were you the applicants

Site Supervisor

Construction Manager

## Part B

### Employer Details

Name of the company, which employed the applicant during period of supervision\*

ABN\*



Street no. and name\*

Suburb\*

State\*

Postcode\*

Business email

Business telephone

### Part C

#### Applicant Details (for whom you are providing this report)

First name\*

Surname\*

### Part D

#### Supervised Building Experience (for up to three projects)

Please complete detail for the applicant's domestic building project experience that you supervised.

Project site address	Applicant's role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)
<b>Project 1</b>		
123 Alphabet st. Melbourne 3000 Victoria	Supervisor	06/2019-09/2019
<b>Project 2</b>		
<b>Project 3</b>		



Explanation of terms

<b>Assisted</b>	Refers to when the applicant has assisted a competent and qualified practitioner in the carrying out of a particular component of building work.
<b>Carried out</b>	The actual hands-on carrying out of building work. It refers to when the applicant has been solely responsible for that component of building work.
<b>Managed</b>	The management of building work. It refers to when the applicant was not involved in the actual carrying out of that component other than engaging a competent practitioner to do so; however, they as the manager/supervisor were responsible for the quality and compliance of that component of work.

**Please indicate the components of building work that the applicant either assisted, carried out, or managed under your supervision (may be one project only).**

Did the applicant assist, or manage any of the following components of building work per project?

Components of building work	Project 1		Project 2		Project 3	
	Assisted	Managed	Assisted	Managed	Assisted	Managed
<b>Area of Experience (AoE) 1 - Apply for a building permit for the work</b>						
Determined requirement for building permit						
Obtained building permit/or approvals from other authorities						
<b>Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances</b>						
Prepared contracts for the building work						
Administered appropriate contracts						
Managed contract variations and defects						
Arranged/attended mandatory inspections						
Completed handover including certificates of compliance						
Managed the building work from start to finish						
<b>Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills</b>						
Conducted business and financial aspects for projects						
Prepared cost estimates and quotations for project/part of project						
<b>Area of Experience (AoE) 4 – Co-ordinate onsite construction works</b>						
Developed and monitored progress schedules for the work						
Provided on-site day to day supervision of the project						
Supervised subcontractors/trades to ensure work was conducted safely & to standard						
<b>Area of Experience (AoE) 5 – Ensure works are planned and conducted safely</b>						
Managed site safety throughout the project						

Preliminary work

Site supervision



Did the applicant assist, manage, or carry out any of the following components of building work per project?

Components of building work	Project 1			Project 2			Project 3			
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed	
<b>Area of Experience (AoE) 6 – Domestic Building work that the applicant carried out</b>										
<b>Pre-base work</b>	Established the construction site									
	Removed existing window or door units and their component hardware									
	Installed structural support for window/door units									
	Prepared frame openings prior to the installation of window/door units									
	Fitted compliant flashings to window/door units									
	Positioned window/door units as detailed in drawings & specifications									
	Installed window/door units to manufacturers specifications									

## Part E Referee Declaration

The information provided in this form must be true and correct. It is an offence under section 246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration. This offence carries a maximum penalty of 120 penalty units.

I declare that the information contained in this application, including attachments, is true and correct. By signing this, I declare that I have read and understood how the VBA manages my personal information and the [VBA's Privacy Collection notice](#), as stipulated on the final page of this document.

Signature

Date of Signature



## Privacy collection notice

### *How the VBA uses and discloses your personal information*

The Victorian Building Authority (VBA) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this 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) To enable the VBA to meet its statutory obligations, functions and perform its operational requirements.
- (b) Researching and 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).
- (c) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) 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 or customers 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, an agent or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information, 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 information about how to contact the VBA is available at [www.vba.vic.gov.au/legal/privacy](http://www.vba.vic.gov.au/legal/privacy).