

Commercial Builder

(Limited to Non-structural Fit-Out Work)

Technical Referee Report

This report must be completed by the referee and accompanies the Commercial Builder (limited to non-structural fit-out work) registration application form.

To be a referee you should be a registered Commercial Builder (Unlimited) or be registered 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 commercial 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 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) |
|---|--|---|
| Project 1 | | |
| 123 Alphabet st. Melbourne 3000 Victoria | Supervisor | 06/2019-09/2019 |
| | | |
| Project 2 | | |
| | | |
| Project 3 | | |
| | | |



Explanation of terms

| | |
|--------------------|--|
| Assisted | Is when the applicant has assisted a competent and qualified practitioner in the carrying out of a particular component of building work. |
| Carried out | Is the actual hands on carrying out of a particular component of building work and includes when the applicant was solely responsible for that component of building work |
| Managed | Is when the applicant managed the carrying out of a particular component of building work. In this case they were not involved in the actual carrying out of that component other than engaging a competent practitioner to do so, however they 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 | |
| Area of Experience (AoE) 1 - Apply for a building permit for the work | | | | | | | | |
| Preliminary work | Prepared documentation relating to an application for a building permit | | | | | | | |
| | Prepared an application to obtain the report and consent (e.g. MFB, CFA, council) | | | | | | | |
| | Determined/documentated Protection Works requirements | | | | | | | |
| | Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances | | | | | | | |
| | Selected and prepared contracts | | | | | | | |
| | Managed and administered contracts | | | | | | | |
| | Managed contract variations and defects | | | | | | | |
| | Involved in/arranged/attended mandatory inspections | | | | | | | |
| | Completed handover including certificates of compliance | | | | | | | |
| | Managed the building project from start to finish | | | | | | | |
| Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills | | | | | | | | |
| Developed construction budgets | | | | | | | | |
| Prepared project expenditure schedules | | | | | | | | |
| Prepared/obtained bills of quantity/schedule of rates | | | | | | | | |
| Assessed and monitored budgets for the building project | | | | | | | | |



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 | Managed | Assisted | Managed | Assisted | Managed |
| Area of Experience (AoE) 4 - Co-ordinate onsite construction works | | | | | | |
| Developed and co-ordinated project progress schedules | | | | | | |
| Co-ordinated schedules for inspections, contractors, consultants and materials | | | | | | |
| Co-ordinated site logistics during preliminaries (crane, hoists, plant and equipment) | | | | | | |
| Supervised subcontractors/trades to ensure work was conducted safely and to standard | | | | | | |
| Area of Experience (AoE) 5 – Ensure works are planned and conducted safely | | | | | | |
| Coordinated OHS during site preliminaries (SWMS, public protection works, inductions, fall protection, scaffolding, traffic management) | | | | | | |
| Managed site safety throughout the project | | | | | | |

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 |
| Area of Experience (AoE) 6 – Commercial Building work the applicant assisted/carried out/managed | | | | | | | | | |
| Established the construction site | | | | | | | | | |
| Located the existing services | | | | | | | | | |
| Decommissioned existing services | | | | | | | | | |
| Demolished & removed existing fit-out fixtures & fittings | | | | | | | | | |
| Setout the site for construction works | | | | | | | | | |
| Installed plumbing/electrical/air conditioning components | | | | | | | | | |
| Fabricated & erected non-load bearing internal wall & linings | | | | | | | | | |
| Fabricated & erected non-load bearing entries and shop fronts | | | | | | | | | |
| Fabricated & installed cabinetry & modular components | | | | | | | | | |



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 |
| Area of Experience (AoE) 6 – Commercial Building work the applicant assisted/carried out/managed | | | | | | | | | |
| Fabricated & installed stair & joinery components | | | | | | | | | |
| Installed glazing | | | | | | | | | |
| Installed wall & floor tiling | | | | | | | | | |
| Installed amenities for persons with a disability | | | | | | | | | |
| Installed floor coverings | | | | | | | | | |

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.