

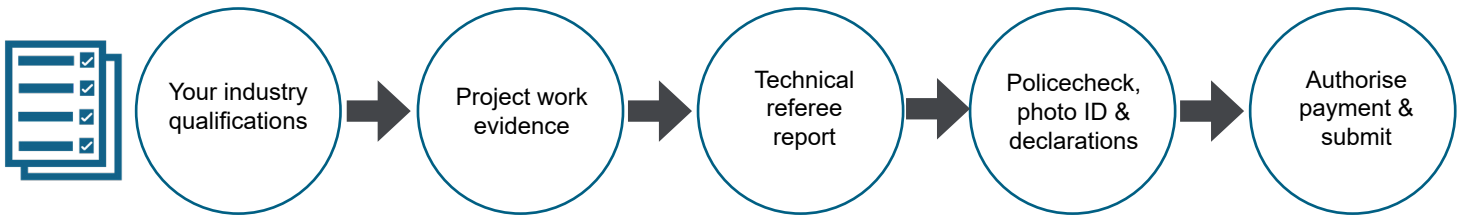
# Commercial Builder (Unlimited, Medium, Low Rise)

Application Form

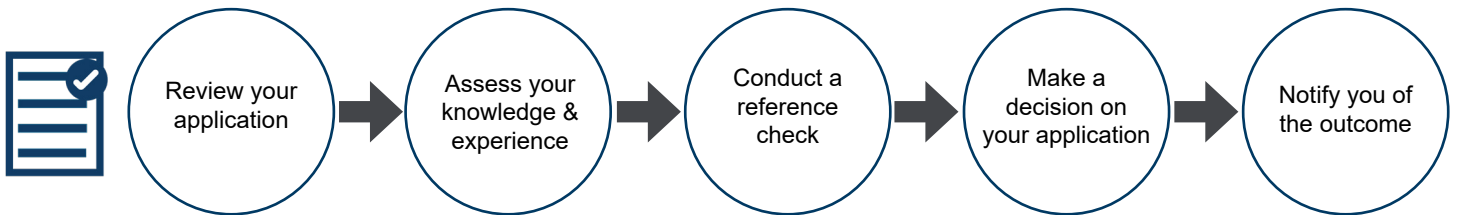
## How to apply

**Save and complete this form on your computer. Do not handwrite.**

**Please provide:**



**The VBA will:**



## How to submit your application

**Please fill out your application, sign and submit 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



**Which class of commercial builder registration are you applying for?  
Please select one.**

Unlimited	Responsible for managing the carrying out of all components of building work for construction of commercial buildings and structures of unlimited height and floor size.
Medium rise	Limited to the construction of commercial buildings and structures up to 25m in height, and bulk excavations up to a depth of 8m.
Low rise	Limited to the construction of commercial buildings and structures up to 15m in height, and with bulk excavations up to a depth of 3m.

**Part A**

**About You (the applicant)**

*If you are an 'excluded person' as defined in 171F of the Building Act, then your application for **registration cannot be granted.***

**Title:\***

\* Information you must supply

Mr                  Mrs                  Ms                  Miss                  Other

First name\*

Middle name

Surname\*

Date of birth\*

**Your contact details**

Email\*

Mobile number\*

Home telephone number

**Your residential address (must not be a post office box)**

Street no. and name\*

Suburb\*

State\*

Postcode\*

**Your postal address (if different from residential address)**

Street no. and name\*

Suburb\*

State\*

Postcode\*



## Your business details

Your *business address* (will be listed in the public register once your application has been granted)

Street no. and name\*

Suburb\*

State\*

Postcode\*

Business email

Business telephone

## Any current registrations

Are you currently registered as a building practitioner in Victoria in any category or class of building practitioner?

No      Yes

If yes, please enter your registration number/s

## Any other licences and/or registrations?

	<b>Yes</b>	<b>No</b>
a) Are you currently authorised to perform building work outside of Victoria?		
b) Have you previously been (but not currently) authorised to perform building work outside of Victoria?		
c) Do you hold a current licence to perform high risk work issued by an Australian state or territory workplace health and safety regulator?		
d) Do you hold a current Construction Induction Card (White Card) issued by an Australian state or territory workplace health and safety regulator?		

If you answered YES to any questions regarding other licences/registrations, complete the table below, with details as requested. Please attach certified photocopies of each. [See who can certify your documents](#).

<b>Type</b> (registration/licence)	<b>Regulator name</b> (issuer of licence/registration)	<b>State</b>	<b>Date</b> (first issued)	<b>Number</b> (registration/licence)	<b>Lic/Reg</b> (certified)
<i>Builder - Occupational Licence</i>	<i>Queensland Building and Construction Commission</i>	<i>QLD</i>	<i>mm/yy</i>	<i>#####</i>	

If you require more room, please attach an additional page



**Part B**  
Relevant Qualifications

For each qualification that you list below, please attach certified photocopies of:

1. The qualification, issued by the University, TAFE, or Registered Training Organisation, and
2. Your record of results stating the units of competency/subjects.

[See the relevant qualifications](#) for registration in this class. [See who can certify your documents.](#)

	<b>Name of qualification</b>	<b>Institution</b> (TAFE, University, RTO)	<b>Year completed</b>	Qualification	Results
X	<i>Bachelor of Construction, Management and Economics</i>	<i>Holmesglen Institute</i>	<i>dd/mm/yy</i>		
1					
2					
3					
5					
6					

*If you require more room, please attach an additional page*

**Part C**  
Employment History - Building

**Employer 1\***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number (if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

**Address of employer 1**

Street no. and name

Suburb

State

Postcode



**Employer 2\***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number  
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

**Address of employer 2**

Street no. and name

Suburb

State

Postcode

**Employer 3\***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number  
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

**Address of employer 3**

Street no. and name

Suburb

State

Postcode

*If you require more room, please attach an additional page.*



**Part D**  
Experience

**Section 1**

**Building project work history**

Please list details of relevant commercial building work that you have undertaken in the last seven years.

<b>Site address</b>	<b>Registered building practitioner detail</b> (Their name & registration number)	<b>Construction details</b> (include: Class of building, type of construction (A, B, C), number of storeys & number of basement levels)	<b>Permit no.</b>	<b>Your role</b> (eg: Project manager, Supervisor, Subcontractor, or other)	<b>Dates worked</b> 'From' and 'to' (mm/yyyy)	<b>Onsite hours per week</b>
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder CB-U 65234	Class 5, Type B, 1 storey 1 basement level	#####	Supervisor	06/2019- 09/2019	31 hours



**Section 1 continued**

**Building project work history**

Please list details of relevant commercial building work that you have undertaken in the last seven years.

Site address	Registered building practitioner detail (Their name & registration number)	Construction details (include: Class of building, type of construction (A, B, C), number of storeys & number of basement levels)	Permit no.	Your role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)	Onsite hours per week
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder CB-U 65234	Class 5, Type B, 1 storey 1 basement level	#####	Supervisor	06/2019- 09/2019	31 hours



**Section 1 continued**

**Building project work history**

Please list details of relevant commercial building work that you have undertaken in the last seven years.

Site address	Registered building practitioner detail (Their name & registration number)	Construction details (include: Class of building, type of construction (A, B, C), number of storeys & number of basement levels)	Permit no.	Your role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)	Onsite hours per week
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder CB-U 65234	Class 5, Type B, 1 storey 1 basement level	#####	Supervisor	06/2019- 09/2019	31 hours

*If you require more room, please attach an additional page.*





## Section 2

### Portfolio - three building projects in detail

Please select three projects from your building project work that best demonstrate your experience and contain the components of building work relevant to the class you are applying for. You will need to provide evidence documents for each project, including technical referee/s to verify your experience.

### Instructions

#### 1) Check requirements below and choose three projects, relevant to the class you are applying for:

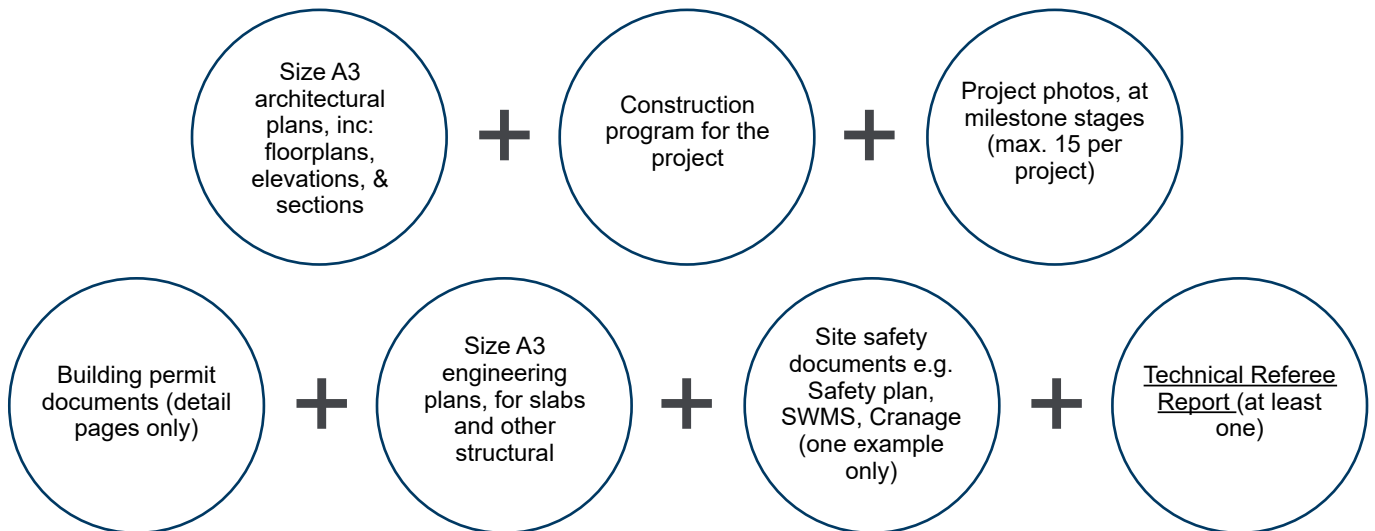
Unlimited	<ul style="list-style-type: none"> <li>• Construction of at least two commercial buildings greater than 25 metres in height, and</li> <li>• Construction a basement of at least two levels</li> </ul>
Medium rise	<ul style="list-style-type: none"> <li>• Construction of at least two commercial buildings greater than 15 metres in height, and</li> <li>• The construction of one basement of at least one level</li> <li>• Two buildings of Type A construction, and</li> <li>• One Class 5, 6, 7, 8 or 9 building</li> </ul>
Low rise	<ul style="list-style-type: none"> <li>• Construction of commercial buildings up to 15 metres in height, including</li> <li>• Fire compartmentation/fire separation</li> <li>• Firefighting equipment</li> <li>• Access and facilities for people with a disability</li> <li>• Building egress</li> <li>• Damp proofing and waterproofing</li> <li>• Construction below ground to at least 3 metres</li> </ul>

No single project needs to include all listed requirements.

#### 2) Ensure that each project:

- Was undertaken within the last seven years.
- Shows all aspects of end-to-end construction (or a selection of projects showing each relevant component).

#### 3) For each project provide photocopies of the following documents:



If you do not provide the above documents, your application for registration may not be accepted.



### Section 3

#### Demonstrated experience

Please list the site addresses of the 3 building projects you chose to demonstrate your experience with.

Project 1

Project 2

Project 3

Explanation of terms

**Carried out** The actual hands-on carrying out of building work. It refers to when you have been solely responsible for that component of building work.

**Managed** The management of building work. It refers to when you were not involved in the actual carrying out of that component other than engaging a competent practitioner to do so; however, you as the manager/supervisor were responsible for the quality and compliance of that component of work.

**Please indicate the components of building work that you carried out or managed in each of your chosen three building projects.**

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

Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed
<b>Area of Experience (AoE) 1 - Apply for a building permit for the work</b>						
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/documented Protection Works requirements						
<b>Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances</b>						
Preliminary work	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					
	<b>Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills</b>					
Developed construction budgets						
Prepared project expenditure schedules						



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

Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed
<b>Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills</b>						
Prepared/obtained bills of quantity/schedule of rates						
Assessed and monitored budgets for the building project						
<b>Area of Experience (AoE) 4 - Co-ordinate onsite construction works</b>						
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						
<b>Area of Experience (AoE) 5 – Ensure works are planned and conducted safely</b>						
Coordinated OHS during site preliminaries (SWMS, public protection works, inductions, fall protection, scaffolding, traffic management)						
Managed site safety throughout the project						
<b>Area of Experience (AoE) 6 – Cont. Commercial construction phase</b>						
Arranged services (power, sewer, storm water, gas, telecoms)						
Undertook Protection Works (adjoining property/ public space)						
Undertook demolition or part demolition of existing structures						
Arranged earthworks and excavation of the site, including off-site disposal of spoil						
Installed retaining walls						
Installed waterproofing and damp proofing systems						
Installed of bored piers						
Constructed pier and beam footings						
Constructed pad footings, including lift over-run pads						
Installed ground anchors						
Constructed concrete raft slabs						

Site Supervision

Demolition & below ground



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

Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed
<b>Area of Experience (AoE) 6 – Cont. Commercial construction phase</b>						
<b>Other Structural elements</b>	Installed steel reinforcement to engineering design					
	Constructed concrete in-situ columns					
	Constructed suspended concrete slabs, including post tensioning and/or permanent formwork (eg. Bondek)					
	Constructed lift shafts					
	Installed structural steel elements					
	Installed concrete pre-cast/tilt panels					
	Constructed framing (timber, floor and wall, balcony, roof)					
	Installed thermal and acoustic elements					
	Installed waterproofing to balconies and roof areas					
	Constructed fire rated party walls					
<b>Install of required elements &amp; services</b>	Installed fire services including monitoring systems					
	Installed other ESM requirements					
	Installed amenities for people with a disability					
	Attached external cladding to buildings, including roof cladding systems					
	Installed commercial glazing					
	Structural fit-out work					
	Non-structural fit-out work					



## Part E

### Technical Referee Report

With your application please submit at least one Technical Referee Report - [download here](#). Your referee should be a registered commercial builder in the class (or higher) that you are applying for and have directly supervised you carrying out the work listed in all or one of the projects you have listed. You may need more than one referee to cover all components of building work.

## Part F

### National Police Check via Online Provider

To support your application, we require you to undertake a national police check. To apply, visit the [VBA police check portal](#) and follow the steps. Upon completion, fill out the declaration below.

I declare that I have completed an Australia Post police check, on date:

Please note: You cannot provide a copy of your own criminal history check. If you do not complete the required police check, your application will be returned to you. Please use the above link to ensure you are not charged for this police check.

## Part G

### Partnerships

Are you carrying out, or intending to carry out, work as a partner in a partnership? Yes    No

If YES, complete details below and ensure that each partner completes a separate [Partner Declaration](#) and submit along with this application.

Partnership name ABN

Partnership trading name

### Partner details

Enter details for each partner (excluding you) in the table below.

Contact details	Partner 1	Partner 2
Full name		
Contact number		
Email address		
<b>Postal Details</b>		
Street no. and name		
Suburb		
State		
Postcode		

*If you require more room, please attach an additional page*



**Part H**  
**Declaration**

You must truthfully answer all of the following questions by ticking the appropriate boxes.

<b>Excluded persons</b>	<b>Yes</b>	<b>No</b>
If you are an 'excluded person' as defined in 171F of the <i>Building Act</i> , then your application for registration <b>cannot be granted</b> . To assist the VBA in assessing the application, please answer all of the following questions. If you do not answer all the questions, this will delay the determination of the application.		
a) Are you or an associate <sup>1</sup> currently disqualified by an order of a disciplinary body <sup>2</sup> from applying for registration?		
b) Have you or an associate previously held a building practitioner registration within Victoria or outside Victoria that was cancelled due to disciplinary action, and you or your associate are:		
i. currently disqualified from applying for registration; or		
ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified		
c) Have you applied for a building practitioner registration in Victoria, or a similar registration <sup>3</sup> in another jurisdiction, within the last two years and the application was refused because you provided false and misleading information?		
d) Are you a represented person under the <i>Guardianship and Administration Act 1986</i> ?		
<b>Personal probity</b>	<b>Yes</b>	<b>No</b>
Within the last 10 years (whether in Victoria or outside Victoria):		
a) Were you convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence?		
b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?		
c) Did you have any registration, licence, approval, certificate or other type of authorisation as a building practitioner suspended or cancelled for any reason other than your failure to renew this authorisation?		
d) Were you convicted or found guilty of an offence <sup>4</sup> involving:		
i. misleading conduct in relation to goods or services		
ii. false or misleading representation in relation to goods or services		
iii. bait advertising		
iv. accepting payment without intending or being able to provide services or goods		
v. harassment or coercion in connection to goods, services, payment of goods or services or the sale, grant (or possible sale or grant) of interest in land, or payment for interest in land.		

1. Associate means someone who exercises significant influence over you or your business  
 2. Meaning the Building Practitioner Board, Building Appeals Board, Victorian Civil and Administrative Tribunal or the VBA  
 3. Similar registration means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that corresponds to a relevant registration  
 4. Offences as defined in the following legislation: section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*, section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act 1974 (Cth)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the *Australian Consumer Law (Victoria)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act 2010 (Cth)*





<b>Personal probity</b> <i>continued</i>	<b>Yes</b>	<b>No</b>
e) Has a court or the Victorian Civil and Administrative Tribunal (VCAT) subjected you to an order that you failed to comply with within the period required by the court or VCAT, where the order was issued under:		
i. the <i>Building Act 1993</i> or regulations under that Act?		
ii. the <i>Domestic Building Contracts Act 1995</i> or the regulations under the Act?		
<b>Financial probity</b>		
You must truthfully answer all of the following questions by ticking the appropriate box.		
a) Are you, or have you ever been, an insolvent under administration?		
b) Are you, or have you ever been, disqualified from managing corporations <sup>5</sup> ?		
c) Has an insurer ever declined, cancelled, or imposed special conditions on any indemnity insurance related to your work as a building practitioner in Victoria or in an equivalent building occupation in another State or Territory?		
d) Do you (personally or as company director) have any outstanding judgment debt:		
i. for amounts recoverable by an insurer under a policy of insurance for domestic building work <sup>6</sup> that has not been satisfied within the period required to do so?		
ii. owed to the VBA as a debt due under this Act that has not been satisfied within the period required to do so?		
iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?		
e) Do you (personally or as company director) have any outstanding amounts payable, either under a dispute resolution order <sup>7</sup> or a Victorian Civil and Administrative Tribunal order in relation to a domestic building dispute, that has not been paid within the period required by the order?		
f) Do you (personally or as company director) have any outstanding unpaid adjudicated amount due to be paid under the <i>Building and Construction Industry Security of Payment Act 2002</i> if:		
i. the period for making an adjudication review application under that Act for that amount has expired, and if		
ii. an adjudication review application in relation to that amount was not lodged?		
g) Have you ever been the director of a company when that company had any outstanding judgment debt or unpaid amount referred to in paragraph (d) and (e) and (f) above?		

5. Under Part 2D.6 of the *Corporations Act 2001*

6 Referred to in section 137A or 137B of the *Building Act 1993*

7 Within the meaning of the *Domestic Building Contracts Act 1995*



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**Financial probity** *continued*

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If you answered YES to any of the questions relating to personal probity or financial probity, please provide details here:

1) What were the offences or breaches?

2) When did the event occur?

3) In which State or Territory did the event occur?

4) What were the circumstances of the event?

5) What penalty did you receive?

6) What have you done to prevent the event from occurring again?

*If you require more room, please attach an additional page under the heading 'Personal/Financial Probity'.*





<b>Financial probity</b> <i>continued</i>	<b>Yes</b>	<b>No</b>
You must truthfully answer all of the following questions by ticking the appropriate box.		
h) Have you performed any of the following roles for a company (or companies) within two years of that company (or companies) going into external administration?		
• Director		
• Secretary		
• Influential person		

**Definitions**

**‘Influential person’** means, in relation to a company, a natural person (other than a director or secretary of the company), who is in a position to control or substantially influence the company’s conduct.

**‘External administration’** occurs when (a) a liquidator or provisional liquidator has been appointed; (b) the company is under administration; or (c) a deed of company arrangement (DOCA) has been entered into. For the purposes of this form, a company is not under external administration merely because a receiver and manager or other controller has been appointed.

If you answered **Yes** to the declaration above, please complete the [External Administration Declaration form](#). If the declaration relates to multiple companies, please complete separate forms for each company.

If you answered **No** to the declaration above, continue to the next section of this application form.



## Part I

### Photo Requirements

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph, the category and class of building practitioner in which you are registered, and any limitations imposed on your registration.

You must provide a photo of yourself with your application.

Print your name on the back

Affix photo in the space below with double sided tape

Do not place any tape or staples on the front of the photo

The photo must be:

- In colour
- Less than six months old
- 4.5–5cm in height and 3.5–4cm 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)



### Verify Your Identity

You are required to verify your identity as part of your application process. To do this, you will need to provide two identity documents from the appropriate categories (see Evidence of Identity Documents below).

All identity documents provided to the VBA must be certified photocopies. A certified photocopy is a photocopy of an original document that has been verified as being a true photocopy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

To verify your identity, you must provide **certified photocopies** the following:

- One document from Category A; and
- One document from Category B.

**At least one of the identity documents provided must contain your photograph.**

If your identity documentation is under different names, you will need to provide one document from the Difference in Name Documentation section.



Identity Documents - please provide:	Tick if document provided
<b>Category A (one document)</b>	
Australian photo driver's licence or learner permit photo card	
Australian Passport	
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not accepted)	
Immicard issued by the Department of Home Affairs	
Australian Naturalisation or Citizenship Certificate	
Victorian marine licence photo card	
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	
<b>Category B (one document)</b>	
Medicare card	
Bank card	
Working with Children's Check card	
Australian Proof of Age card	
Australian Keypass card	
Australian Defence Force photo identity card (excluding civilian staff)	
Department of Veterans Affairs card	
Pensioner Concession card	
<b>Difference in name documentation</b>	
Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia.	

**Part J**

**Fees**

If you are **NOT** currently registered with the VBA in any other class of commercial building, the fee to lodge this application is \$736.00.

If you **ARE** currently registered with the VBA in any other class of commercial building, the fee to lodge this application is \$471.10.



### Payment details\*

Please select your payment method and complete the details as requested.

Please Note: The VBA does not accept cash.

Money order *Please make cheques and money orders payable to: Victorian Building Authority*

Credit Card:

Visa      Mastercard      Name of cardholder

Amount                      Card number                      Card expiry  
/

Signature of cardholder                      Date of signature

### Part K Your Signature

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



## Before submitting your application

### Reminder checklist

Have you provided:

- Your police check reference number
- Your photo ID

Have you attached certified photocopies of:

- Your qualifications
- Your statement of results
- Your evidence of identity documents (Category A & B)

For the three projects you listed in your building work history, have you provided:

- Architectural plans showing floorplans, elevations, sections - per project (size A3)
- Construction program for the project - per project
- Photos of the project at milestone work stages (maximum of 15 photos per project)
- Building Permit documents (detail pages only, per project)
- Engineering plans, for slabs and other structural elements (size A3)
- Site safety plan, including SWMS, crane placement documentation, scaffolding, safety screens, traffic management plan, workplace risk management plan (at least one example)
- Technical Referee Report



## 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).