

COMPANY REGISTRATION RENEWAL

HERE'S WHAT YOU NEED TO DO

COMPLETE THIS FORM IF YOUR COMPANY REGISTRATION IS DUE FOR RENEWAL




SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.

Checklist

Please tick once you have completed these sections of the Company Registration Renewal Form:

- Part A: What we need to know about your company
- Part B: Renewal category and class
- Part C: Complete your National Police Check via our online provider
- Part D: Insurance
- Part E: Renewal fee and payment method
- Part F: Director signature
- Part G: Declaration (*please complete the separate 'Declaration' form for **each director** of the company and attach with your application*)

Remember:

-  A separate application form must be used for each category/class of registration the company is seeking to renew.
-  This application for renewal is made under Section 173 of the *Building Act 1993*
-  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, 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 to renew this registration.

How to submit your application

Please fill out your Application 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

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. 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.

People who can certify copies of original documents

People working in these occupations

Chiropractor
Dentist
Legal practitioner
Medical practitioner
Nurse
Optometrist
Patent attorney
Pharmacist
Physiotherapist
Psychologist
Trade marks attorney
Veterinary surgeon

Others

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with five or more continuous years of service

Building society officer with five or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia, and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*, and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia, and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*, and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with five or more years of continuous service

Holder of a statutory office not specified elsewhere in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- (a) an officer, or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service, or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants

Member of:

- (a) the Parliament of the Commonwealth, or
- (b) the Parliament of a state, or
- (c) a territory legislature, or
- (d) a local government authority of a state or territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority, or
- (c) a local government authority, with five or more years of continuous service who is not specified elsewhere in this list

Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority

Sheriff

Sheriff's officer

Teacher employed on a full time basis at a school or tertiary education institution

Member of the Australasian Institute of Mining and Metallurgy

WHAT WE NEED TO KNOW ABOUT YOUR COMPANY

Company name

Company trading name

Australian Company Number (ACN)

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Registered business address

Suburb

State or territory

Postcode

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Postal address (if different from registered business address)

Suburb

State or territory

Postcode

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Email address

Part B

RENEWAL CATEGORY AND CLASS

Specify your company's building practitioner number and the category and class in which your company seeks to renew.

Registration category and class

Registration number

Registration expiry date

Registration category and class

Registration number

Registration expiry date

Registration category and class

Registration number

Registration expiry date

IMPORTANT

- You must complete a separate form for each registration that the company holds.
- The VBA will not accept applications for renewal lodged more than five months before the company's registration expiry date.

Part C

COMPLETE YOUR NATIONAL POLICE CHECK VIA OUR ONLINE PROVIDER



To support your application we require you to undertake a national police check, via our online service provider, fit2work. To do this, please **click here** and you will be taken to an online portal to complete your police check. Upon completion, fit2work will provide you a 7-digit pin to validate your police check.

Please enter your 7-digit pin here:

Please note: If you do not complete your police check your application will be returned to you.



INSURANCE

Proof of Insurance

Please note: Insurance must be in the name of the company seeking registration, and not the individual practitioner's name.

If your company is registered in the category and class of **Domestic Builder (Unlimited), Domestic Builder (Manager), Domestic Builder (Limited) or Project Manager (Domestic)**:

- Attach written proof that your company is eligible to purchase Domestic Building Insurance. The letter of eligibility must be issued **no more than four months before** the registration expiry date. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

If your company is registered in the category and class of **Commercial Builder (Limited) or Commercial Builder (Unlimited)**:

- You are not required to provide proof of insurance.

If your company is registered in the category and class of **Demolisher (Low Rise Buildings), Demolisher (Medium Rise Buildings) or Demolisher (Unlimited) or Erector or Supervisor (Temporary Structures)**:

- Attach written proof that your company is covered by Public Liability Insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of insurance.

The insurance must cover your company for the period **up to and including the registration expiry date**.

When you receive your company's new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer.

Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your company's registration if it is no longer covered by the required insurance.

If your company is registered **any other category and class of building practitioner**:

- Attach written proof that your company is covered by the Professional Indemnity Insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

The insurance must cover your company for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer.

Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your company's registration if it is no longer covered by the required insurance.

! PLEASE COMPLETE THIS SECTION CAREFULLY. YOUR APPLICATION FOR RENEWAL WILL NOT BE GRANTED IF YOUR PROOF OF INSURANCE / LETTER OF ELIGIBILITY IS OUT OF DATE OR DOES NOT MEET THE REQUIREMENTS SET OUT ON THIS PAGE.

Insurance Requirements

The insurance policy (or letter of eligibility to purchase domestic building insurance) must comply with the *Building Act 1993* and the relevant Ministerial Order. Copies of the Ministerial Orders can be located [here on the VBA website](#).

Policy details

Director / Partner

Policy Number

Entity that is insured

Insurance Provider

Commencement date of insurance

D	D	/	M	M	/	Y	Y	Y	Y
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Expiry date of insurance

D	D	/	M	M	/	Y	Y	Y	Y
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Part E

APPLICATION FEE

If your company is applying to renew their registration in the category of **Domestic Builder (Unlimited)** or **Domestic Builder (Manager)** or **Domestic Builder (Limited)** or **Project Manager (Domestic)** AND their registration is current at the time you lodge this application, the fee is **\$440.00***

OR

If your company is applying to renew their registration in the category of **Building Surveyor** or **Building Inspector** or **Commercial Builder** or **Demolisher** or **Draftsperson** or **Engineer** or **Erector** or **Supervisor of Temporary Structures** or **Quantity Surveyor** AND their registration is current at the time you lodge this application, the fee is **\$220.00***

OR

If your company is applying to renew their registration in the category of **Domestic Builder (Unlimited)** or **Domestic Builder (Manager)** or **Domestic Builder (Limited)** or **Project Manager (Domestic)** AND your company submits their application less than three months before its expiry date, or after its expiry date, the fee is **\$550**.

(This includes \$440.00 application fee + \$110.00 late fee).

OR

If your company is applying to renew their registration in the category of **Building Surveyor** or **Building Inspector** or **Commercial Builder** or **Demolisher** or **Draftsperson** or **Engineer** or **Erector** or **Supervisor of Temporary Structures** or **Quantity Surveyor** AND your company submitted their application less than three months before its expiry date, or after its expiry date, the fee is **\$330**.

(This includes \$220.00 application fee + \$110.00 late fee).

*** If the company holds a current registration in more than one category and class of building practitioner, it may be eligible for a discounted fee. Visit the 'building registration fees' page of the VBA website (www.vba.vic.gov.au) to learn more. If you are eligible, pay the discounted fee.**

**! PLEASE COMPLETE THIS SECTION CAREFULLY.
THIS APPLICATION WILL NOT BE GRANTED IF YOU DO NOT AUTHORISE THE CORRECT FEE.**

PAYMENT METHOD

Please 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 E CONTINUES NEXT PAGE



CREDIT CARD PAYMENT DETAILS

Card type:

Visa Mastercard

Amount:

(Select relevant fee from page 8)


Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder



(must be handwritten)

Date of signature

/ /



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Part F

YOUR SIGNATURE

- I understand that the VBA may request more information to help it decide whether to grant this application for renewal as a registered building practitioner.
- I acknowledge that it is an offence to make any false or misleading statement or provide any false or misleading information to the Victorian Building Authority in relation to this application (Section 246 of the *Building Act 1993*).
- I am authorised to apply for registration renewal on behalf of this company

Name of a director of the company

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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Signature of above director

(must be handwritten)

Part G

DECLARATION

Each director of the company seeking registration is required to complete and sign a **separate Declaration form** to ensure they meet the requirements for registration.

[!\[\]\(b792654f2cef9719eabeb6c5be00811e_img.jpg\) Click here to **download** the relevant Declaration form to complete from the VBA website.](#)