

Building Design

(Architectural)

Technical Referee Report

This report must be completed by the referee and accompanies the Building Design (Architectural) registration application form.

To be a referee you should be registered in Building Design (Architectural), an ARBV Registered Architect, or a Domestic Builder (Unlimited). You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about Building Design (Architectural) work that the applicant carried out under your supervision.

The VBA uses your referee report to help determine whether an applicant should be registered in Design (Architectural). 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*					

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 Design Experience (for up to three projects)

Please complete detail for the applicant's building design (architectural) project experience that you supervised (may be one project only).

Employment type

Current employer

Project site address	Applicant's position/title	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

In a team - The applicant completed this work as part of a team. This will be considered on its' merits.

Personally - The applicant personally completed this work themselves. They did not supervise another person doing this work.

Please indicate the components of building design work relevant to Building Design (Architectural) that the applicant completed either in a team or personally under your supervision (may be one project only).

Area of Experience (AoE) 1		Class 1 Projects
		Personally
Prepare Class 1 Technical Building Design (Architectural) Drawings		
General	Have they:	
	Written relevant & specific General Notes?	
	Drawn construction details and written notes for a minimum BAL.19 project?	
	Incorporated Energy Rating summary information (ie. Window U-Values & SHGC, and Insulation values) into your drawings?	
	Drawn lighting layouts and documented calculations: total square metre areas & wattages into your drawings as specified in NCC 13.7.6?	
	Incorporated Structural Engineering information into your drawings (ie. drawn locations of columns & beams and slab & footing profiles)?	
	Incorporated Secondary Consultant information into your drawings?	
	Applied technical drafting techniques into your drawings that comply with AS.1100, including: scale, hatching, linework (type & weight), lettering, legends, presentation?	
	Have they produced site plans which include:	
	Land Title Information – site bearings & dimensions, easements, etc?	
Site Plan	Locations of adjoining properties within 9m of site boundary, habitable room windows and other relevant features?	
	Stormwater drainage layout and connection to LPOD - including downpipe size & locations?	
	Calculated and documented Site Coverage [Reg 76] & Permeability [Reg 77]?	
	Overshadowing diagrams [Reg 83] and Overlooking diagrams [Reg 84]?	
	Notes on Boundary Protection Works of adjoining properties?	
	Existing and proposed site levels & floor Levels?	
	Locations of retaining walls, excavations & batters?	
	Sufficient setback & setout dimensions?	
Relevant site features and services?		



Area of Experience (AoE) 1		Class 1 Projects
Prepare Class 1 Technical Building Design (Architectural) Drawings Cont'd		Personally
Floor Plans	Have they produced floor plans which include:	
	Notated FRLs of party wall or walls on boundary (eg. 60/60/60)?	
	Location of smoke detectors and note for interconnection?	
	Location of masonry articulation joints?	
	Notated floor levels?	
	Locations and size of downpipes?	
	Notated dimensions of windows, walls and overalls (including brickwork dimensions)?	
	Clearly defined existing & proposed works?	
	Internal and external wall construction types?	
	Natural light and ventilation calculations?	
	Have they produced elevations which include:	
	Ground Lines to reflect slope & levels, including cut & fill?	
	Proposed (and existing if relevant) floor & ceiling levels?	
	Locations of masonry (or other) articulation joints?	
A10/B17 [Reg 79] setback profiles?		
Wall materials and overall wall heights?		
FRLs noted for walls on boundary (eg. 60/60/60)?		
Roof pitch and profile?		
Location of roof lights and / or other roof features?		
Elevations	External architectural features (Shading devices, overlooking screening, solar panels, etc)?	
	Balconies, decks and pergolas?	



Area of Experience (AoE) 1		Class 1 Projects
Prepare Class 1 Technical Building Design (Architectural) Drawings Cont'd		Personally
Have they produced Sections which include:		
Sections	Fully notated sections, showing all structural & framing members & slab footing profiles?	
	Ground lines to reflect site slope & levels, including cut & fill?	
	Proposed (and existing) floor & ceiling lines and levels?	
	Sub-floor clearance requirements (where relevant)?	
	Notes and details of boundary protection works of adjoining properties (including location of the title boundary)?	
	Timber Framing schedule in accordance with AS.1648?	
	FRLs noted for party walls and/or walls on boundary (eg. 60/60/60)?	
	Floor, walls and roof construction methods?	
Stair design and details with sufficient information to ascertain compliance (ie. overall rise, handrails, and risers & tread sizes)?		
Have you produced Details which include:		
Details	Section details of minimum BAL.19 project construction methods?	
	Section details of fire rated construction methods for party or boundary walls?	
	Section details of waterproofing construction methods (ie. basements, retaining walls and / or balconies)?	
	Bracing details in accordance with AS.1648?	
	Wall type detail for acoustic separation (including Rw level)?	
	Section details for connection?	



Area of Experience (AoE) 2 Prepare Class 2-9 Technical Building Design (Architectural) Drawings for Type A or B Construction (as defined in NCC Table C2D2)		Class 2-9 Projects	
		In a team	Personally
Have they:			
General	Written relevant & specific General Notes?		
	Incorporated Structural Engineering information into drawings (ie. drawn locations of columns & beams and slab & footing profiles)?		
	Incorporated Secondary Consultant information into drawings?		
	Prepared details of Boundary Protection Works including General Notes on excavation and protection of adjoining property (including location of the title boundary)?		
	Applied technical drafting techniques that comply with AS.1100 including: scale, hatching, linework (type & weight), lettering, legends, presentation?		
	Consideration of preventative design measures for workplace occupational health and safety as required by Section 28 of the <i>Occupational Health Safety Act 2004</i> (Vic)		
Have they produced drawings that include:			
NCC Section C - Fire Resistance	Shown locations of required fire fighting equipment including: sprinklers, fire Hydrants, fire hose reels, and fire extinguishers?		
	The required locations of fire compartments and/or separation?		
	The required FRLs noted on plans, elevations and sections?		
	Drawn construction details of fire rated components: walls, floors, ceilings, columns/beams, doors etc		
	The location of fire doors noted on plans		
	Details of fire hazard properties of specified products and linings, including Smoke-Developed Index, spread of flame index and fire group number		
Have they produced drawings that you had to determine and include:			
NCC Section D- Access and Egress	The number of required exits shown on plans?		
	The compliant maximum distance of travel to exits / egress paths?		
	The compliant minimum widths of egress paths for corridors, doors and stairs?		
	The door swings in the direction of travel?		
	The locations and types of emergency lights and exit signs?		



Area of Experience (AoE) 2 Prepare Class 2-9 Technical Building Design (Architectural) Drawings for Type A or B Construction (as defined in NCC Table C2D2)		Class 2-9 Projects	
		In a team	Personally
NCC Section F - Health & Amenity	Have they produced drawings that you had to determine and include:		
	The number of required sanitary facilities?		
	Drawn acoustic separation details and noted Rw requirements?		
NCC Section J - Energy Efficiency	Minimum ceiling height requirements?		
	Have they produced drawings that include:		
	Incorporation of Part J summary details?		
	Determined and noted required R-Values of building elements?		
AS.1428 Design for Access and Mobility	Completed glazing calculations for the project?		
	Incorporated U-Values & SHGC in the window schedule?		
	Have they produced drawings that include:		
	Detailed Accessible Building Access, including: thresholds, steps, ramps and handrails?		
	Large scale floor plans and internal elevations for accessible toilet and ambulant toilet facilities?		
Construction Details	Locations and dimensions of tactile indicators?		
	Drawn circulation spaces at required doorways?		
	Drawn accessible car parking requirements?		
	Have they produced drawings that include:		
	Waterproofing section details of balconies and / or basements?		
Construction Details	Fire rated details: walls, floors, ceilings and / or columns?		
	Acoustic separation details (including required Rw levels)?		
	Roof plan with details of roof profile & fall, gutters & box gutters, sumps, rainwater heads, downpipes & spreaders?		



Area of Experience (AoE) 3		Class 2-9 Projects	
		In a team	Personally
Initiate the application for building permits			
Building Applications	Have they prepared building permit documentation which include:		
	A completed Building Permit Application Form 1?		
	Interpreting and applying information issued in Building Permit Form 2?		
	Liaising with the Building Surveyor (including RFI response)?		
Alternate Processes	Have they been in or prepared alternate process documentation for building permits, such as:		
	Report and Consent submission documentation including application form, written justification and drawings?		
	Preparing documentation for Building Appeals Board (BAB) determinations?		
	Identifying and contributing to the documentation of Performance Solutions requirements?		
Area of Experience (AoE) 4		Class 2-9 Projects	
		In a team	Personally
Project Administration and Building Contract Administration			
Project Administration	Have they been involved in or prepared project administration documentation, such as:		
	Client and Building Designer engagement agreements?		
	Project specifications of works to be done and materials to be used?		
	Material & finishes schedules?		
	Other written schedules (windows, doors, sanitary etc)?		
Building Contracts	Have they been involved in or prepared building contract documentation, such as:		
	Identifying and selecting the appropriate building construction contract for the works?		
	Determining and populating the schedules within the building contract?		
	Tender documentation including: Conditions of Tender, Calling of Tenders and tender assessment & evaluation?		



Area of Experience (AoE) 4 Project Administration and Building Contract Administration		Class 2-9 Projects	
		In a team	Personally
Contract Administration	Have they been involved in or prepared building contract documentation on behalf of the owner, such as:		
	Issuing Site Instructions pursuant to the contract?		
	Assessing Progress Claims and issuing Progress Payment Certificates?		
	Completing onsite defects inspections and preparing rectification lists?		
	Assessment and approval of variations to the building contract (eg. time, cost, materials)?		
	Site meeting notes / minutes?		

Area of Experience (AoE) 5 Brief and Co-Ordinate Secondary Consultants		Class 2-9 Projects	
		In a team	Personally
Secondary Consultants	Have they worked with secondary consultants to obtain specialist advice and recommendations by:		
	Identifying and coordinating secondary consultants required for the project (eg. Engineering and services consultants, etc)?		
	Briefing and liaising with required secondary consultants?		
	Obtaining preliminary and final reports and / or drawings from consultants?		
	Incorporating consultants' specialist documentation into your building design drawings and / or specifications?		



6. Outline the applicant's experience in responding to Bushfire Attack Level (BAL) ratings – briefly describe how they designed, specified and documented the required project outcome

7. Outline how the applicant has contributed to optimal energy efficient design for their projects

Part B - Administrative Project Tasks

1. Outline the applicant's experience with preparing building permit applications and liaising with building surveyors to enable the issue of building permits

2. Outline the applicant's involvement in preparing internal office project administration documentation

3. Outline the applicant's involvement in preparing documentation to enable the Calling of Tenders for building projects

4. Outline the applicant's experience in acting as (or under the direction of) the superintendent in preparing and administering building contract documentation on behalf of the owner



5. List the different types of secondary consultants the applicant has briefed, coordinated and/or liaised with

6. Outline the methodologies the applicant has used to coordinate secondary consultants

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.