

# Draftsperson Building Design

(Interior)

## Technical Referee Report

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

To be a referee you should be a registered Draftsperson (Interior or 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 Draftsperson (Interior) 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 Draftsperson (Interior). 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 draftsman building design (interior) 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)
<b>Project 1</b>		
123 Alphabet st. Melbourne 3000 Victoria	Supervisor	06/2019-09/2019
<b>Project 2</b>		
<b>Project 3</b>		



**Part D**  
Experience

Explanation of terms

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

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

Please indicate the components of building design work relevant to an Interior Draftsperson 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
<b>Prepare Class 1 Technical Interior Design Drawings</b>		
<b>Have they:</b>		
General	Written relevant & specific General Notes?	
	Incorporated Energy Rating summary information (ie. Window U-Values & SHGC, and Insulation values) into your drawings where relevant?	
	Incorporated Structural Engineering information into your drawings (ie. drawn locations of columns & beams)?	
	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?	
<b>Have they produced floor plans which include:</b>		
Floor Plan	The use and area of each room	
	Notated impact of interior design works on FRLs of party wall or walls on boundary (eg. FRL 60/60/60)?	
	Location of smoke detectors and note for interconnection?	
	Notated floor levels and floor finishes?	
	Notated dimensions that are sufficient and specific?	
	Clearly defined existing & proposed works where relevant?	
	Internal and external wall construction types?	
	Location and layout of furniture, joinery, fittings and fixtures?	
	Locations of windows and doors including openable sections?	
Natural light and ventilation calculations?		



Area of Experience (AoE) 1		Class 1 Projects
Prepare Class 1 Technical Interior Design Drawings Cont'd		Personally
<b>Have they produced floor plans which include:</b>		
Floor Plan	Drawn lighting layouts and documented calculations: total square meters areas & wattages into your drawings as specified in NCC 13.7.6?	
	A detailed electrical layout plan?	
<b>Have they produced internal elevations which include:</b>		
Internal Elevations	Proposed (and existing if relevant) floor & ceiling levels?	
	Details of wall linings and materials?	
	Details of joinery, fixtures and fittings?	
	Details of waterproofing for wet areas showing compliance with the NCC and Australian Standards?	
<b>Have they produced Sections which include:</b>		
Sections	Fully notated Sections showing all structural & framing members?	
	Proposed (and existing) floor & ceiling lines and levels?	
	Construction methods of floors, walls and ceiling and integration of structural components?	
	Floor finishing and construction details?	
	Stair design and details with sufficient information to ascertain compliance (ie. overall rise, handrails, and risers & tread sizes)?	
<b>Have they produced Details, which include:</b>		
Details	Details of joinery, fitting and fixtures?	
	Wall type detail for acoustic separation (including Rw level)?	
	Connection detail methods?	
	Energy efficiency construction details?	
	Location of services including required ducts or riser shafts?	
	Overshadowing diagrams [Reg 83] and overlooking diagrams [Reg 84] where relevant?	
	Locations of adjoining properties within 9m of site boundary and habitable room windows (where relevant)?	
	External architectural features (Shading devices, overlooking screening etc)?	



Area of Experience (AoE) 2		Class 2-9 Projects	
		In a team	Personally
<b>Prepare Class 2-9 Technical Interior Design Drawings</b>			
<b>Have they:</b>			
General	Written relevant & specific General Notes?		
	Incorporated Structural Engineering information into drawings (ie. drawn locations of columns & beams)?		
	Incorporated Secondary Consultant information into drawings (including services consultants)?		
	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 Occupational Health Safety Act 2004 (Vic)		
<b>Have they produced drawings that include:</b>			
NCC Section C - Fire Resistance	Consideration of the impact of interior design works on locations of required fire fighting equipment including: sprinklers, fire Hydrants, fire hose reels, fire extinguishers and fire blankets?		
	Consideration of the impact of interior design works on locations of required fire compartments and/or separation?		
	Shown notations of required FRLs on plans, elevations and sections?		
	Consideration of the impact of interior design works on the location of fire doors noted on plans		
	Details of required wall lining construction behind commercial cooking equipment?		
	Details of fire hazard properties of specified products and linings, including Smoke-Developed Index, spread of flame index and fire group number		
<b>Have they produced drawings that they had to determine and include:</b>			
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?		
	Details of occupancy rate calculations showing compliance with NCC D2D18?		
	Details of the required slip resistance of floor coverings showing compliance with NCC and AS.4586?		



Area of Experience (AoE) 2		Class 2-9 Projects	
		In a team	Personally
<b>Prepare Class 2-9 Technical Interior Design Drawings</b>			
NCC Section F - Health & Amenity	<b>Have they produced drawings that they had to determine and include:</b>		
	The number of required sanitary facilities?		
	Drawn acoustic separation details and noted Rw requirements?		
	Minimum ceiling height requirements?		
NCC Section J - Energy Efficiency	<b>Have they produced drawings that include:</b>		
	Incorporation of Part J summary details?		
	Determined and noted required R-Values of building elements?		
	Glazing calculations for the project (including incorporated U-Values & SHGC in the window schedule)?		
AS.1428 Design for Access and Mobility	<b>Have they produced drawings that include:</b>		
	Detailed Accessible Building Access, including: thresholds, steps, ramps and handrails?		
	Large scale floor plans and internal elevations for accessible toilet and ambulant toilet facilities?		
	Locations and dimensions of tactile indicators?		
Construction Details	<b>Have they produced drawings that include:</b>		
	Waterproofing details of wet areas?		
	Required Fire rated details?		
	Analyse the loads of the proposed wall & ceiling linings and features to ensure that the sub-structure framing is adequate?		



Area of Experience (AoE) 3 Initiate the application for building permits		Class 1 and Class 2-9 Projects	
		In a team	Personally
<b>Building Permit Applications</b>	<b>Have they prepared building permit documentation which includes:</b>		
	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)?		
<b>Alternate Processes</b>	<b>Have they been involved in or prepared alternate process documentation for building permits, such as:</b>		
	Identifying and contributing to the documentation of Performance Solutions requirements?		
	Preparing documentation for Building Appeals Board (BAB) determinations?		

Area of Experience (AoE) 4 Project Administration and Building Contract Administration		Class 1 and Class 2-9 Projects	
		In a team	Personally
<b>Project Administration</b>	<b>Have they been involved in or prepared project administration documentation, such as:</b>		
	Client and Interior 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)?		
<b>Building Contracts</b>	<b>Have they been involved in or prepared building contract documentation, such as:</b>		
	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 1 and Class 2-9 Projects	
		In a team	Personally
<b>Contract Administration</b>	<b>Have they been involved in or prepared building contract administration on behalf of the owner, such as:</b>		
	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 1 and Class 2-9 Projects	
		In a team	Personally
<b>Secondary Consultants</b>	<b>Have they worked with secondary consultants to obtain specialist advice and recommendations:</b>		
	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 interior design drawings and / or specifications?		







6. 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 interior 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](http://www.vba.vic.gov.au/legal/privacy).