

# Building Inspector

## Technical Referee Report

This report must be completed by the person providing the reference.

### Who can provide a Technical Referee Report?

If the report relates to work performed in Victoria, the referee should be registered in the category of Building Inspector or Building Surveyor (see table below).

Building Height and Floor Area	Who can provide a reference?
Buildings up to three storeys in height with a floor area of up to 2000 square metres.	Building Inspector (Limited) Building Surveyor (Limited) Building Inspector (Unlimited) Building Surveyor (Unlimited)
Buildings above three storeys in height with a floor area of more than 2000 square metres.	Building Surveyor (Unlimited) Building Inspector (Unlimited)

If the report relates to work undertaken outside Victoria, and that work must be performed by registered persons, then the referee should be licensed or registered (or equivalent) in an equivalent category of building practitioner for which they are providing the Technical Referee Report.

If the report is about work performed interstate or overseas, and it does not require a person to be licensed or registered to carry out that work, then the referee can be a person who has employed or contracted the applicant to undertake the work.

In addition, the referee must have directly observed the applicant carrying out the work listed in the report.

### What is a Technical Referee Report?

Use this form to tell us about building inspecting 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 Inspector. 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 contact number*					



### 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

### 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\*

What class of building inspector is the applicant applying for?

Building Inspector (Limited - Class 1)

Building Inspector (Limited - Class 2)

Building Inspector (Unlimited)

#### Employment history

Employment status (E.g., Casual, Part time, Full time)	Dates worked 'From' and 'to' (mm/yyyy)	Average hours per month
Part time	06/2019-09/2019	72 hours



**Part D**

**Supervised Building Experience**

**Complete table 1 to provide a summary of work the applicant undertook that you supervised**

Note: For the applicant to have carried out inspecting work under your supervision, you must be authorised to carry out such work, and the applicant must have carried out the work in your presence and direction.

Remember:

- Provide information about work the applicant undertook that you supervised. Do not include information about work that you did not supervise personally.
- Please include as much detail as possible, this statement will be used to work out whether the applicant has enough relevant experience for registration.
- You must not (under section 246 of the *Building Act 1993*) give any false or misleading statement or information in your report.
- The report will be returned if it is incomplete or doesn't have enough detail and you may be asked to provide further information.

**Table 1: Summary of Building Inspecting Work**

Applicants currently registered in Building Surveyor (Limited) or Building Inspector (Limited) need only confirm inspection experience for building not authorised under their current registration.

How many inspections of this building class has the applicant completed under your supervision?						
Mandatory inspection	Before placing a footing (167a)	Before pouring an in situ reinforced concrete member (167c)	Inspection of fire and smoke resisting building elements (regulation 172)	Inspection of protection work in relation to an adjoining property before or during the carrying out of building work	During the carrying out of building work (167d)	Final, on the completion of all building work (167e)
Class 1a- dwelling						
Class 10b - swimming pool including barriers, fence, retaining wall, free standing wall, mast or antenna						
Class 10c - private bushfire shelter						
Class 2						
Class 3						
Class 4						
Class 5						
Class 6						
Class 7						



**Table 1: Summary of Building Inspecting Work *continued***

Applicants currently registered in Building Surveyor (Limited) or Building Inspector (Limited) need only confirm inspection experience for building not authorised under their current registration.

How many inspections of this building class has the applicant completed under your supervision?						
Mandatory inspection	Before placing a footing (167a)	Before pouring an in situ reinforced concrete member (167c)	Inspection of fire and smoke resisting building elements (regulation 172)	Inspection of protection work in relation to an adjoining property before or during the carrying out of building work	During the carrying out of building work (167d)	Final, on the completion of all building work (167e)
Class 8						
Class 9a - health care building						
Class 9b - school / assembly building						
Class 9c - residential care building						

## 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.

Referee 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).