

Building Design

(Services)

Technical Referee Report

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

To be a referee you should be a registered in Building Design (Services), Electrical, Mechanical, Hydraulic Engineer, or an engineer registered on the Professional Engineers Register either Nationally (NER), or in Victoria (VER). You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about Building Design (Services) 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 Building Design (Services). 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 (services) 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		



Part D
Experience

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.

Area of Experience (AoE) 2		In a team	Personally
Prepare Class 2-9 Technical Building Services Drawings			
Have they prepared services drawings relative to your discipline(s) including:			
Services drawings	The reticulated extent of services within the building		
	Tables or charts that support the selection of plant or equipment		
	Sizing of pipes / cables as part of your services drawings		
	Specific diagrams of key components and how they integrate into the building		
	Any interface with other services not in your discipline		
	Prepared General Notes: sufficient, relevant & specific to project		
	Integrated other Consultant's information into your drawings		
	A written specification supporting your services drawings		
	Involvement with preparation of performance solutions		
Within the drawing set relative to your discipline, have they determined and noted the relevant required attributes of building elements under:			
NCC Energy Efficiency	Part J6 Air-conditioning and ventilation		
	Part J7 Artificial lighting and power		
	Part J8 Heated water supply		
	Part J9 Energy monitoring		



Part B - Administrative Project Tasks

1. Briefly describe how they have provided preliminary and final reports and/or drawings to other consultants

2. In the following table, list the type of consultants they have worked with and briefly describe how they have incorporated relevant documentation from them into their services drawings and/or specifications:

Consultant type	Description
E.g. Electrical	Provided electric supply to mechanical services designer



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.