

Third Party Authorisation

(Back Office Worker)

Form

This authority allows a person authorised by a licensed practitioner to update a compliance certificate, purchase a compliance certificate, and/or make drainage and recycled water bookings on the licensed practitioner's behalf.

Authorised Person Details (Back Office Worker)

First name*

Middle name

Surname*

Date of birth*

Company name (if applicable)

ABN/ACN (if applicable)

Email*

Mobile number*

Address*

Suburb*

State*

Postcode*

Practitioner Details

First name*

Middle name

Surname*

Date of birth*

Email*

Mobile number*

Address*

Suburb*

State*

Postcode*

Licence number



Declaration

I hereby authorise the person mentioned above to act on my behalf in the following method(s):

- To update and edit Compliance Certificate details prior to lodgement
- To purchase Compliance Certificates on my behalf
- To make drain and recycled water bookings on my behalf

I acknowledge that:

I am responsible for the authorised person undertaking any activities under this authority

Any obligations or responsibilities required by me under the *Building Act 1993* or regulations made under that Act continue to be my responsibility which does not, and will not, transfer to my authorised person

I have read and understood how VBA manages my personal information as stated by [VBA's Privacy Collection notice](#)

This authority commences on the date of signing by the licensed practitioner.

Signature - Licensed Practitioner

Date of signature

Note - this authority does not allow the lodgement of a compliance certificate.

How to submit your form

Please fill out your form, sign and submit your form.

By mail:

Victorian Building Authority
GPO Box 536 Melbourne VIC 3001

In person at the VBA:

Goods Shed North
733 Bourke Street Docklands VIC 3008

By email:

plumbingreg@vba.vic.gov.au