

Removal of Third Party Authorisation - Authorised Person (Back Office Worker)

Form

How to submit your form:

Please fill out your form, sign and print a hard copy and submit your form.

By mail:
GPO Box 536 Melbourne VIC 3001

In person at the VBA:
Goods Shed North
733 Bourke Street Docklands

By email:
plumbingreg@vba.vic.gov.au

Third party authorisation allows a person to act on behalf of 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. To remove this authority please complete the form below.

Authorised Person Details (Back Office Worker)

First Name: Surname:

Company Name (if applicable):

ABN/ACN (if applicable): Contact Number:

Email Address:

Address:

Suburb: State: Post Code:

Practitioner Details

Name: Licence Number:

Email Address:

Address:

Suburb: State: Post Code:



Declaration

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

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

Signature

_____ Date: _____
Licensed Practitioner

_____ Date: _____
Witness

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.