

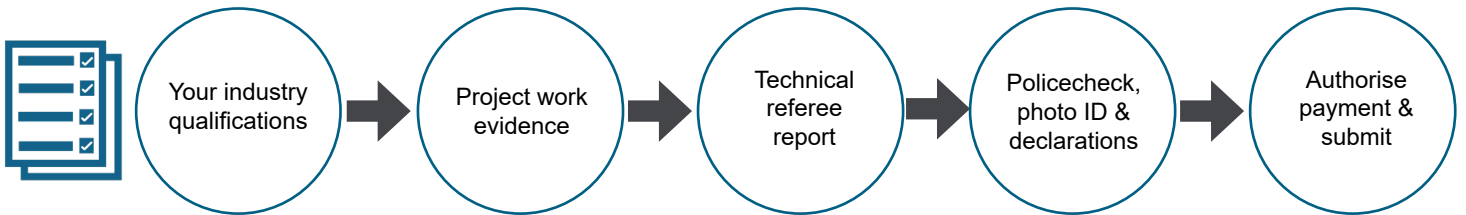
# Draftsperson Building Design (Services)

Application Form

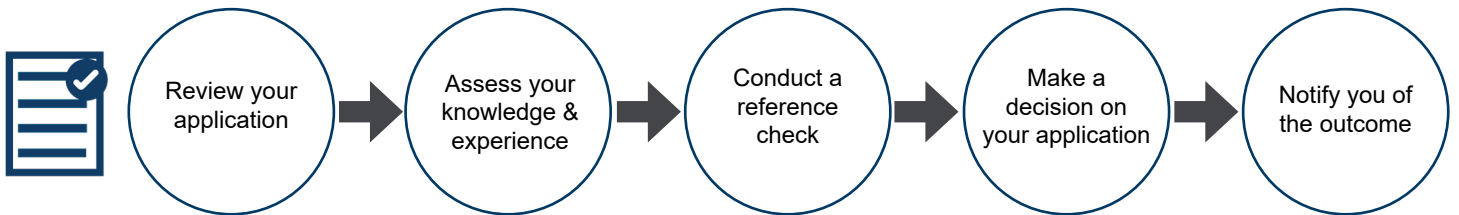
## How to apply

**Save and complete this form on your computer. Do not handwrite.**

**Please provide:**



**The VBA will:**



## How to submit your application

**Please fill out your application, sign and submit your application.**

**By mail:**

Victorian Building Authority  
GPO Box 536  
Melbourne VIC 3001

**Or in person at the VBA:**

Goods Shed North  
733 Bourke Street  
Docklands VIC 3008



## Part A

### About You (the applicant)

If you are an 'excluded person' as defined in 171F of the Building Act, then your application for **registration cannot be granted**.

#### Title:\*

\* Information you must supply

Mr Mrs Ms Miss Other

First name\*

Middle name

Surname\*

Date of birth\*

#### Your contact details

Email\*

Mobile number\*

Home telephone number

#### Your residential address (must not be a post office box)

Street no. and name\*

Suburb\*

State\*

Postcode\*

#### Your postal address (if different from residential address)

Street no. and name\*

Suburb\*

State\*

Postcode\*

#### Your business details (if applicable)

Your business address (will be listed in the public register once your application has been granted)

Street no. and name\*

Suburb\*

State\*

Postcode\*

Business email

Business telephone

#### 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

**Any other licences and/or registrations?**

	Yes	No
a) Are you currently authorised to perform building design work outside of Victoria?		
b) Have you previously been (but not currently) authorised to perform building design work outside of Victoria?		
c) Are you a current member of an industry building design association? Eg. Design Matters National		
d) Do you hold a WorkSafe Construction Induction card and/or the unit CPCWHS1001 Prepare to work safely in the construction industry unit (or an earlier version)?		

If you answered YES to any questions regarding other licences/registrations, complete the table below, with details as requested. Please attach certified photocopies of each. [See who can certify your documents.](#)

Type (registration/licence)	Regulator name (issuer of licence/registration)	State	Date (first issued)	Number (registration/licence)	Lic/Reg (certified)
<i>Builder designer - Medium rise</i>	<i>Queensland Building and Construction Commission</i>	<i>QLD</i>	<i>mm/yy</i>	<i>#####</i>	

*If you require more room, please attach an additional page*



**Part B**  
Relevant Qualifications

For each qualification that you list below, please attach certified photocopies of:

1. The qualification, issued by the University, TAFE, or Registered Training Organisation, and
2. Your record of results stating the units of competency/subjects.

[See the relevant qualifications](#) for registration in this class. [See who can certify your documents.](#)

	<b>Name of qualification</b>	<b>Institution</b> (TAFE, University, RTO)	<b>Year completed</b>	Qualification	Results
X	<i>Advanced Diploma of Engineering Technology</i>	<i>Holmesglen Institute</i>	<i>dd/mm/yy</i>		
1					
2					
3					
5					
6					

*If you require more room, please attach an additional page*

**Other Education**

Please list any other continuous professional education (CPD) or courses relevant to services design that you have completed either through a training provider or industry association. Include evidence of this such as a certified photocopy of your certificate of completion or other confirmation of attendance.

	<b>Name of Course/CPD</b>	<b>Training Provider/ Industry Association</b>	<b>Year completed</b>	Evidence of attendance
X	<i>NCC Update Seminar</i>	<i>VBA</i>	<i>dd/mm/yy</i>	
1				
2				
3				
5				

*If you require more room, please attach an additional page*



**Part C**

**Employment History & Specialisation - Building Design (Services)**

What is the total number of years of work experience (full time equivalence) you have in building design (services)?

**Employer 1\***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number (if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Employment type

Current employer

Yes

No

**Address of employer 1**

Street no. and name

Suburb

State

Postcode

**Employer 2\***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number (if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Employment type

Current employer

Yes

No

**Address of employer 2**

Street no. and name

Suburb

State

Postcode



**Employer 3\***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number  
(if applicable)

Their company name

Your position/title at time of employment

From

To

Employment type

Current employer

Yes

No

**Address of employer 3**

Street no. and name

Suburb

State

Postcode

**Specialisation**

What disciplines do you specialise in?

Tick all that apply:

Electrical

Fire

Hydraulic

Mechanical

*If you require more room, please attach an additional page.*



**Part D**  
Experience

Explanation of terms

**In a team** - You have completed this work as part of a team. This will be considered on its merits.

**Personally** - You personally completed this work yourself and did at least 70% of the work. You did not supervise another person doing this work.

<b>Area of Experience (AoE) 2</b>		<b>In a team</b>	<b>Personally</b>
<b>Prepare Class 2-9 Technical Building Services Drawings</b>			
<b>Have you prepared services drawings relative to your discipline(s) including:</b>			
<b>Services drawings</b>	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		
<b>Within the drawing set relative to your discipline, have you determined and noted the relevant required attributes of building elements under:</b>			
<b>NCC Energy Efficiency</b>	Part J6 Air-conditioning and ventilation		
	Part J7 Artificial lighting and power		
	Part J8 Heated water supply		
	Part J9 Energy monitoring		



Area of Experience (AoE) 2		In a team	Personally
<b>Liaise with other consultants</b>			
<b>Brief and Liaise with Other Consultants</b>	<b>Have you worked with other consultants to provide specialist advice and recommendations by:</b>		
	Briefing and liaising with other required consultants		
	Providing preliminary and final reports and / or drawings to other consultants		
	Incorporating relevant documentation from other consultants into your services drawings and/or specifications		







## Part B - Administrative Project Tasks

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

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

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



## Part E

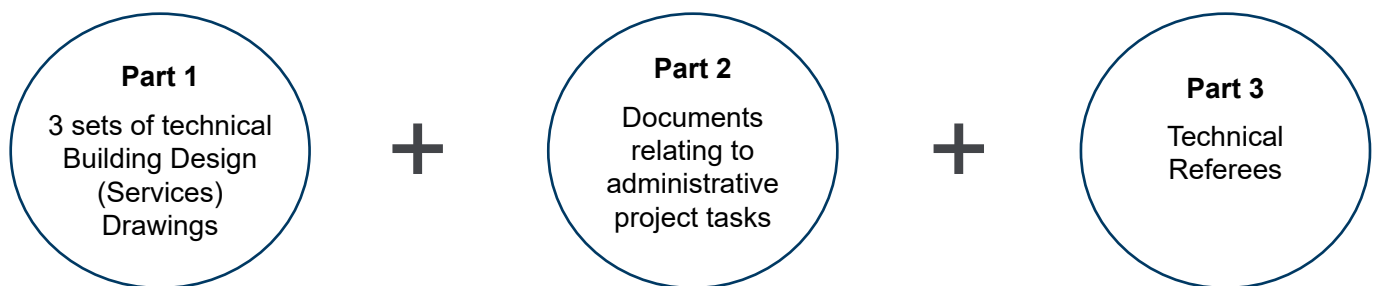
### Portfolio of Evidence

#### Overview

You are required to provide a portfolio of evidence that is of sufficient complexity to best demonstrate your experience in the relevant Areas of Experience of building design (services) work. The documents that you provide in parts A and B must be for work undertaken in the last 7 years.

You may redact sensitive information such as financial details (ie. proposal figures, bank details etc.) and client names. You cannot redact site addresses or construction figures.

**If you do not provide all required documentation, your application may be returned.**



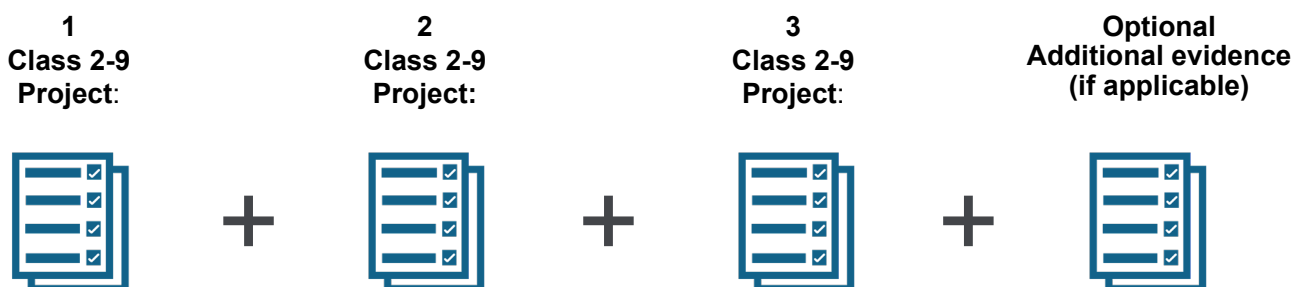
### Portfolio of Evidence - Part 1: Three Sets of Technical Building Design (Services) Drawings

You must provide three sets of drawings that you have prepared for Class 2-9 Projects. For each set of drawings:

- There is a corresponding cover sheet to the front (see Appendix A)
- You do not need to provide computations or calculations that support selection of plant and equipment
- Drawings must be size A3 and of clear resolution (can be reduced from a larger size)
- You may submit additional sets of drawings if you cannot provide all the required information in the above sets of drawings. There are additional coversheets for this purpose.

Only include drawings prepared by you (not drawings prepared by another person that you supervised). Your three sets of drawings may be:

- One discipline for three different projects, or
- More than one discipline for one project, or
- Multiple disciplines across multiple projects.





## Portfolio of Evidence - Part 2: Documents Relating to Administrative Project Tasks

You must submit documented evidence that you liaised and provided advice to other Consultants (you must attach this evidence to the Part B coversheet and checklist which is found in appendix A).

You may submit evidence for one or more projects.

Coversheet and checklist:



- A coversheet and checklist for Part 2 of your Portfolio of Evidence is provided in Appendix A
- The full list of documents and supporting evidence you must provide is in the checklist
- Attach the completed coversheet and checklist to the front of the documents required for Part 2 of your portfolio

Where not specified, documents may be for projects submitted in Part 1 or other projects. If you have not prepared project administration, building contract or contract administration documents for an actual project, you may provide examples that you produced as part of continuing professional development.

## Portfolio of Evidence: Part 3 - Technical Referee Report

You must submit at least one Technical Referee Report - [download here](#). The referee report should be completed by the person who directly supervised you carrying out the work listed in all the projects you have listed. You may need more than one referee to cover all components the areas of experience. Your referee/s should be registered in one of the following categories:

- Draftsperson, class of Building Design (Services)
- A person registered as an Engineer in the classes of; Electrical Engineer, Mechanical Engineer, Hydraulic Engineer, or via the Professional Engineers Register either Nationally (NER), or in Victoria (PERS).

If the report relates to work done in another state/territory or overseas and **requires** registration or license in that jurisdiction to complete, then the referee should be licensed or registered accordingly in said jurisdiction in order to provide a Technical Reference Report.

If the report relates to work done in another state/territory or overseas and **did not** require registration or a license, then the referee can be a suitably qualified employer that has directly supervised you carrying out the work that is listed in the report.



## Part F

### National Police Check via Online Provider

To support your application, we require you to undertake a national police check. To apply, visit the [VBA police check portal](#) and follow the steps. Upon completion, fill out the declaration below.

I declare that I have completed a Cited check, on date:

Please note: You cannot provide a copy of your own criminal history check. If you do not complete the required police check, your application will be returned to you. Please use the above link to ensure you are not charged for this police check.

## Part G

### Partnerships

Are you carrying out, or intending to carry out, work as a partner in a partnership? Yes    No

If YES, complete details below and ensure that each partner completes a separate [Partner Declaration](#) and submit along with this application.

Partnership name ABN

Partnership trading name

### Partner details

Enter details for each partner (excluding you) in the table below.

Contact details	Partner 1	Partner 2
Full name		
Contact number		
Email address		
<b>Postal Details</b>		
Street no. and name		
Suburb		
State		
Postcode		

*If you require more room, please attach an additional page*



## Part H Declaration

You must truthfully answer all of the following questions by ticking the appropriate boxes.

<b>Excluded persons</b>	<b>Yes</b>	<b>No</b>
<p>If you are an 'excluded person' as defined in <i>171F of the Building Act</i>, then your application for registration <b>cannot be granted</b>. To assist the VBA in assessing the application, please answer all of the following questions. If you do not answer all the questions, this will delay the determination of the application.</p>		
a) Are you or an associate <sup>1</sup> currently disqualified by an order of a disciplinary body <sup>2</sup> from applying for registration?		
b) Have you or an associate previously held a building practitioner registration within Victoria or outside Victoria that was cancelled due to disciplinary action, and you or your associate are:		
i. currently disqualified from applying for registration; or		
ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified		
c) Have you applied for a building practitioner registration in Victoria, or a similar registration <sup>3</sup> in another jurisdiction, within the last two years and the application was refused because you provided false and misleading information?		
d) Are you a represented person under the <i>Guardianship and Administration Act 1986</i> ?		
<b>Personal probity</b>	<b>Yes</b>	<b>No</b>
<p>Within the last 10 years (whether in Victoria or outside Victoria):</p>		
a) Were you convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence?		
b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?		
c) Did you have any registration, licence, approval, certificate or other type of authorisation as a building practitioner suspended or cancelled for any reason other than your failure to renew this authorisation?		
d) Were you convicted or found guilty of an offence <sup>4</sup> involving:		
i. misleading conduct in relation to goods or services		
ii. false or misleading representation in relation to goods or services		
iii. bait advertising		
iv. accepting payment without intending or being able to provide services or goods		
v. harassment or coercion in connection to goods, services, payment of goods or services or the sale, grant (or possible sale or grant) of interest in land, or payment for interest in land.		

1. Associate means someone who exercises significant influence over you or your business

2. Meaning the Building Practitioner Board, Building Appeals Board, Victorian Civil and Administrative Tribunal or the VBA

3. Similar registration means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that corresponds to a relevant registration

4. Offences as defined in the following legislation: section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*, section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act 1974 (Cth)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the *Australian Consumer Law (Victoria)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act 2010 (Cth)*



<b>Personal probity</b> <i>continued</i>	<b>Yes</b>	<b>No</b>
e) Has a court or the Victorian Civil and Administrative Tribunal (VCAT) subjected you to an order that you failed to comply with within the period required by the court or VCAT, where the order was issued under:		
i. the <i>Building Act 1993</i> or regulations under that Act?		
ii. the <i>Domestic Building Contracts Act 1995</i> or the regulations under the Act?		
<b>Financial probity</b>		
You must truthfully answer all of the following questions by ticking the appropriate box.		
a) Are you, or have you ever been, an insolvent under administration?		
b) Are you, or have you ever been, disqualified from managing corporations <sup>5</sup> ?		
c) Has an insurer ever declined, cancelled, or imposed special conditions on any indemnity insurance related to your work as a building practitioner in Victoria or in an equivalent building occupation in another State or Territory?		
d) Do you (personally or as company director) have any outstanding judgment debt:		
i. for amounts recoverable by an insurer under a policy of insurance for domestic building work <sup>6</sup> that has not been satisfied within the period required to do so?		
ii. owed to the VBA as a debt due under this Act that has not been satisfied within the period required to do so?		
iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?		
e) Do you (personally or as company director) have any outstanding amounts payable, either under a dispute resolution order <sup>7</sup> or a Victorian Civil and Administrative Tribunal order in relation to a domestic building dispute, that has not been paid within the period required by the order?		
f) Do you (personally or as company director) have any outstanding unpaid adjudicated amount due to be paid under the <i>Building and Construction Industry Security of Payment Act 2002</i> if:		
i. the period for making an adjudication review application under that Act for that amount has expired, and if		
ii. an adjudication review application in relation to that amount was not lodged?		
g) Have you ever been the director of a company when that company had any outstanding judgment debt or unpaid amount referred to in paragraph (d) and (e) and (f) above?		

5. Under Part 2D.6 of the *Corporations Act 2001*

6 Referred to in section 137A or 137B of the *Building Act 1993*

7 Within the meaning of the *Domestic Building Contracts Act 1995*



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**Financial probity** *continued*

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If you answered YES to any of the questions relating to personal probity or financial probity, please provide details here:

1) What were the offences or breaches?

2) When did the event occur?

3) In which State or Territory did the event occur?

4) What were the circumstances of the event?

5) What penalty did you receive?

6) What have you done to prevent the event from occurring again?

*If you require more room, please attach an additional page under the heading 'Personal/Financial Probity'.*





<b>Financial probity</b> <i>continued</i>	<b>Yes</b>	<b>No</b>
You must truthfully answer all of the following questions by ticking the appropriate box.		
h) Have you performed any of the following roles for a company (or companies) within two years of that company (or companies) going into external administration?		
• Director		
• Secretary		
• Influential person		

**Definitions**

**‘Influential person’** means, in relation to a company, a natural person (other than a director or secretary of the company), who is in a position to control or substantially influence the company’s conduct.

**‘External administration’** occurs when (a) a liquidator or provisional liquidator has been appointed; (b) the company is under administration; or (c) a deed of company arrangement (DOCA) has been entered into. For the purposes of this form, a company is not under external administration merely because a receiver and manager or other controller has been appointed.

If you answered **Yes** to the declaration above, please complete the [External Administration Declaration form](#). If the declaration relates to multiple companies, please complete separate forms for each company.

If you answered **No** to the declaration above, continue to the next section of this application form.



## Part I

### Photo Requirements

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph, the category and class of building practitioner in which you are registered, and any limitations imposed on your registration.

You must provide a photo of yourself with your application.

Print your name on the back

Affix photo in the space below with double sided tape

Do not place any tape or staples on the front of the photo

The photo must be:

- In colour
- Less than six months old
- 4.5–5cm in height and 3.5–4cm in width without a border
- Good quality gloss prints on photo paper

In the photo, you must:

- Be in sharp focus
- Have a plain, light-coloured background
- Be uniformly lit (no shadows or reflections)
- Look directly at the camera
- Not have hair or garments covering your face
- Have a neutral expression (not laughing, smiling or frowning)



### Verify Your Identity

You are required to verify your identity as part of your application process. To do this, you will need to provide two identity documents from the appropriate categories (see Evidence of Identity Documents below).

All identity documents provided to the VBA must be certified photocopies. A certified photocopy is a photocopy of an original document that has been verified as being a true photocopy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

To verify your identity, you must provide **certified photocopies** the following:

- One document from Category A; and
- One document from Category B.

**At least one of the identity documents provided must contain your photograph.**

If your identity documentation is under different names, you will need to provide one document from the Difference in Name Documentation section.



Identity Documents - please provide:	Tick if document provided
<b>Category A (one document)</b>	
Australian photo driver's licence or learner permit photo card	
Australian Passport	
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not accepted)	
Immicard issued by the Department of Home Affairs	
Australian Naturalisation or Citizenship Certificate	
Victorian marine licence photo card	
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	
<b>Category B (one document)</b>	
Medicare card	
Bank card	
Working with Children's Check card	
Australian Proof of Age card	
Australian Keypass card	
Australian Defence Force photo identity card (excluding civilian staff)	
Department of Veterans Affairs card	
Pensioner Concession card	
<b>Difference in name documentation</b>	
Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia.	

## Part J

### Fees

If you are **NOT** currently registered with the VBA in any other class of draftsman, the fee to lodge this application is \$612.30.

If you **ARE** currently registered with the VBA in any other class of draftsman, the fee to lodge this application is \$489.90.



Payment details\*

Please select your payment method and complete the details as requested.

Please Note: The VBA does not accept cash.

Money order Please make cheques and money orders payable to: Victorian Building Authority

Credit Card:

Visa Mastercard Name of cardholder

Amount Card number Card expiry / Signature of cardholder Date of signature CVV

Part K Your Signature

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



## Before submitting your application

### Reminder checklist

#### Your application form

Have you:

- Completed each section
- Have you signed this document (Part K)

#### Your portfolio of evidence

Have you provided:

##### **Part A: Technical Building Design (Services) drawings for 3 projects**

A set of building design working drawings that you prepared for a minimum of 3 different projects. Each project must have the relevant coversheet attached to the set of drawings:

- Project 1: Class 2-9 Project
- Project 2: Class 2-9 Project
- Project 3: Class 2-9 Project
- Other projects: (Optional)

##### **Part B: Documents relating to administrative project tasks**

Completed coversheet and checklist attached to supporting documents

##### **Part C: Technical Referee Report Completed and Signed**

Technical referee report at least one for each project you submitted in Part A of your portfolio of evidence



## 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).



## Appendix A

### Portfolio of Evidence Coversheets and Checklist

This appendix contains:

#### **Part 1 - Coversheet and checklist for drawing sets:**

Project 1: Class 2-9

Project 2: Class 2-9

Project 3: Class 2-9

#### **Part 2 - Coversheet and checklist for:**

Documents relating to administrative project tasks



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**Part 1 Portfolio of Evidence: Project 1**  
**Class 2-9 Construction**

**Services drawing set coversheet**

Project description

Project site address

Street number & name

Suburb

State

Postcode

**Building Class**

Class 2

Class 3

Class 4

Class 5

Class 6

Class 7

Class 8

Class 9

**Discipline**

Electrical

Hydraulic

Mechanical

Fire

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

**Applicant Declaration**

The significant majority of the drawing content submitted was personally prepared by me:

Name

Signature

Date of signature



### Supervisor Declaration

I supervised the applicant for this project. I can confirm the work that they submitted was prepared by them:

Name

Signature

Date of signature

Email

Phone



**Part 1:**  
**Class 2-9 Checklist**

You must include all relevant drawings that you prepared for this project. Drawings must be to current industry standards. Use this checklist to ensure all the following items are included:

**Documentation for Performance solutions\***

Submit one of the following:

	At least one marked up design sketch prepared by you
	A report or assessment of the performance solution
	Documentation of Performance Solutions requirements that you have identified and contributed to - include the final report.

**Evidence of Contract Administration participation\***

Submit at least one of the following documents for a project:

	Site instructions that you have issued pursuant to the contract
	Notes for site meetings that you have prepared or attended
	Correspondence which may include emails, written correspondence, etc

\* This evidence may be for a project you submitted in Part 1 or any other project.



**Part 1 Portfolio of Evidence: Project 2**  
**Class 2-9 Construction**

**Services drawing set checklist**

Project description

Project site address

Street number & name

Suburb

State

Postcode

**Building Class**

Class 2

Class 3

Class 4

Class 5

Class 6

Class 7

Class 8

Class 9

**Discipline**

Electrical

Hydraulic

Mechanical

Fire

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

**Applicant Declaration**

The significant majority of the drawing content submitted was personally prepared by me:

Name

Signature

Date of signature



### Supervisor Declaration

I supervised the applicant for this project. I can confirm the work that they submitted was prepared by them.  
Name

Signature

Date of signature

Email

Phone



**Part 1:**  
**Class 2-9 Checklist**

You must include all relevant drawings that you prepared for this project. Drawings must be to current industry standards. Use this checklist to ensure all the following items are included:

**Documentation for Performance solutions\***

Submit one of the following:

	At least one marked up design sketch prepared by you
	A report or assessment of the performance solution
	Documentation of Performance Solutions requirements that you have identified and contributed to - include the final report.

**Evidence of Contract Administration participation\***

Submit at least one of the following documents for a project:

	Site instructions that you have issued pursuant to the contract
	Notes for site meetings that you have prepared or attended
	Correspondence which may include emails, written correspondence, etc

\* This evidence may be for a project you submitted in Part 1 or any other project.



**Part 1 Portfolio of Evidence: Project 3**  
**Class 2-9 Construction**

**Services drawing set coversheet**

Project description

Project site address

Street number & name

Suburb

State

Postcode

**Building Class**

Class 2

Class 3

Class 4

Class 5

Class 6

Class 7

Class 8

Class 9

**Discipline**

Electrical

Hydraulic

Mechanical

Fire

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

**Applicant Declaration**

The significant majority of the drawing content submitted was personally prepared prepared by me.

Name

Signature

Date of signature



### Supervisor Declaration

I supervised the applicant for this project. I can confirm the work that they submitted was prepared by them.  
Name

Signature

Date of signature

Email

Phone





**Part 1 Portfolio of Evidence: Class 2-9 Checklist**

**You must include all relevant drawings that you prepared for this project. Drawings must be to current industry standards. Use this checklist to ensure all the following items are included:**

**Documentation for Performance solutions\***

Submit one of the following:

	At least one marked up design sketch prepared by you
	A report or assessment of the performance solution
	Documentation of Performance Solutions requirements that you have identified and contributed to - include the final report.

**Evidence of Contract Administration participation\***

Submit at least one of the following documents for a project:

	Site instructions that you have issued pursuant to the contract
	Notes for site meetings that you have prepared or attended
	Correspondence which may include emails, written correspondence, etc

\* This evidence may be for a project you submitted in Part 1 or any other project.



**Part 1 Portfolio of Evidence: Additional Project**  
**Class 2-9 Construction**

**Services drawing set coversheet**

Project description

Project site address

Street number & name

Suburb

State

Postcode

**Building Class**

Class 2

Class 3

Class 4

Class 5

Class 6

Class 7

Class 8

Class 9

**Discipline**

Electrical

Hydraulic

Mechanical

Fire

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

**Applicant Declaration**

The significant majority of the drawing content submitted was personally prepared by me:

Name

Name

Signature

Date of signature



### Supervisor Declaration

I supervised the applicant for this project, I confirm that the work submitted was prepared by them.

Name

Signature

Date of signature

Email

Phone



**Part 1 Portfolio of Evidence: Class 2-9 Checklist**

**You must include all relevant drawings that you prepared for this project. Drawings must be to current industry standards. Use this checklist to ensure all the following items are included:**

**Documentation for Performance solutions\***

Submit one of the following:

	At least one marked up design sketch prepared by you
	A report or assessment of the performance solution
	Documentation of Performance Solutions requirements that you have identified and contributed to - include the final report.

**Evidence of Contract Administration participation\***

Submit at least one of the following documents for a project:

	Site instructions that you have issued pursuant to the contract
	Notes for site meetings that you have prepared or attended
	Correspondence which may include emails, written correspondence, etc

\* This evidence may be for a project you submitted in Part 1 or any other project.



**Part 2: Portfolio of Evidence**  
**Evidence of liason with other consultants**

**Applicant Declaration**

The significant majority of the content submitted was personally prepared by me.

Name

Name

Signature

Date of signature

**Documentation for Performance solutions\***

Submit one of the following:

	At least one marked up design sketch prepared by you
	A report or assessment of the performance solution
	Documentation of Performance Solutions requirements that you have identified and contributed to - include the final report.

**Evidence of Contract Administration participation\***

Submit at least one of the following documents for a project:

	Site instructions that you have issued pursuant to the contract
	Notes for site meetings that you have prepared or attended
	Correspondence which may include emails, written correspondence, etc

\* This evidence may be for a project you submitted in Part 1 or any other project.