

Renewal of building practitioner registration

This fact sheet explains the process of registration renewal, and the consequences if a practitioner does not apply to renew their registration on time.

Overview

Building practitioners must apply to renew their registration before it expires to remain registered.

Why do I have to apply to renew my registration?

Changes to the *Building Act 1993* (the Act), which came into effect on 1 September 2016, introduced a maximum five year registration period for building practitioners.

Time-limited registrations were introduced to improve registration standards and provide a mechanism to assess the ongoing fitness to practise of building practitioners.

How will I know it is time to renew my registration?

The VBA will notify you in advance of your registration expiry date to explain when and how to apply to renew your registration.

Reminders will commence approximately five months before your registration is due to expire and will continue regularly until your registration renewal application form is lodged with the VBA.

The VBA will not send reminders to practitioners whose registrations will have been in suspension for five years or more at the expiry date.

Apply to renew your registration

If you wish to renew your registration you must complete an application form (available from the VBA website) and submit it to the VBA.

Important

Renewal applications must be submitted to the VBA **at least three (3) months** before the registration expiry date. There are consequences for your registration if you apply any later than this.

We will conduct checks to assess whether you continue to be a fit and proper person to practise as a building practitioner, including that you are covered by the required insurance.

For more information, read the Fit and Proper registration requirement fact sheet.

The VBA will not reassess knowledge and experience as part of the registration renewal process.

When do I need to submit my application?

Building practitioners wishing to renew their registration must apply for renewal with the VBA **no later than three months before** their current registration expires.

If you apply on time you will remain registered until the VBA makes a decision to grant or refuse your application, even if the expiry date passes.

Late applications

Applications submitted late but before the expiry date

If you submit your renewal application in the three months prior to the registration expiry date, you must pay a late fee in addition to the application fee. You will remain registered until the VBA makes a decision to grant or refuse your application, even if the expiry date passes.

If your registration continues beyond the expiry date, you must continue to be covered by the

required insurance while we make our decision. The VBA will suspend your registration if it is not satisfied you continue to be covered by the required insurance.

Applications submitted after the expiry date

If you submit your renewal application after your registration has expired, you must pay a late fee in addition to the application fee. The registration will remain expired until the VBA makes a decision to grant or refuse your application. The commencement date of registration will be the decision date (if the application is granted) and it will not be backdated to show a continuous registration.

Annual fee and proof of insurance

Registered building practitioners must continue to pay an annual fee (except the year they are due for renewal) and provide proof of insurance (if required) every 12 months.

Company registration and renewals

The same renewal application process applies for companies that are registered as building practitioners who wish to apply to renew their registration.

If a company was automatically registered on 1 July 2018, the company's registration will expire on the same date as the nominee director's individual registration (or the nominee director's individual registration that expires first if there is more than one nominee director). If you completed an application for company registration, you can find your company's expiry date in the Find a Practitioner directory on the VBA website, or in your company's building practitioner certificate.

Want to know more?

If you have an enquiry about building registration, please email:

buildingreg@vba.vic.gov.au

or call 1300 815 127.

Victorian Building Authority
733 Bourke Street Docklands VIC 3008

www.vba.vic.gov.au