

PLUMBING ACCREDITATION RENEWAL

HERE'S WHAT YOU NEED TO DO

SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.

Checklist

Please tick once you have completed these sections of the form:


- Part A:** What we need to know about you
- Part B:** Insurance (only required if renewing a licence)
- Part C:** Declaration
- Part D:** Fees and Payment method
- Part E:** Photo ID form
- Certified photocopies of supporting documents (DO NOT SEND ORIGINALS)
- Part F:** Your Signature

Remember, every supporting document that you submit with this application for **part E** must be certified as a true photocopy of an original. [View who can certify a document for you](#)


How to submit your application

Please fill out your application form electronically, then print and sign a hard copy.

Submit a hard copy of 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

Or via email:

 **plumbingreg@vba.vic.gov.au**

Note: The information provided in an application must be true and correct. It is an offence under s246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 60 penalty units in the case of a natural person and 300 penalty units in the case of a body corporate. If you provide false or misleading information, we may refuse your application.

Privacy – Collection Notice

HOW THE VBA USES AND DISCLOSES YOUR PERSONAL INFORMATION

The Victorian Building Authority (ABN 78 790 711 883) is a body corporate established under the *Building Act 1993* (Vic) (VBA). The VBA's contact information is as follows:

Address: Goods Shed North, 733 Bourke Street,
Docklands Vic 3008. Telephone: 1300 815 127

The VBA is committed to protecting the privacy of your personal information in accordance with the Privacy and Data Protection Act 2014 and the VBA's Privacy and Privacy Statement as amended from time to time.

The personal information you provide to the VBA, including any images or photographs and any and all details provided in this Application Form, will be used by the VBA to process your application. If you do not provide all or any part of the information requested in this Application 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) Research, planning, to meet the VBA's operational requirements, 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).
- (b) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (c) The production and administration of building and plumbing practitioners' identification cards.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) To enable the VBA to meet its statutory obligations or functions.
- (f) 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 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, your solicitor or interpreter) with your prior written consent.

You can request access to the personal information which 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 Privacy Statement are available at www.vba.vic.gov.au/legal/privacy. By submitting your application to the VBA, you are deemed to have acknowledged and consented to the VBA using and disclosing your personal information as set out in this Notice.

Reference number

Date

Part A

WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT)

* INFORMATION THAT YOU MUST SUPPLY

Your title* Mr Mrs Ms Miss

Your first name* (as it appears on your drivers licence or passport) Your Practitioner Number*

Your family name* (as it appears on your drivers licence/passport) Your date of birth*

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

Suburb

State or territory

Postcode

Your postal address (if different from residential address)

Your business address

Your contact details:

Email address*

Mobile number*

Homephone number

Work phone number

Fax number

What accreditation are you seeking to renew?

- Licence
- Registration
- Private Plumbing Work Licence
- Reduced Fee Registration
- Cross Border

Part B

INSURANCE

Please note that insurance details are only required if you wish to renew a licence.

Please attach a copy of your current Certificate of Currency issued by your insurer in accordance with the Gazetted Ministerial Order, and specify the type of insurance below.

Type of insurance:


- General Type B and General Private Plumbing

- I have included a copy of my Certificate of Currency.

OR

- I have arranged for a copy of my Certificate of Currency to be forwarded to the VBA at plumbingreg@vba.vic.gov.au

DECLARATION

 Please provide an explanation even if the conviction, suspension, cancellation, insolvency or disqualification occurred outside Victoria. If you do not provide sufficient detail the VBA will request further information from you. This will increase the processing time of your application.

1. Have you, since you were last registered or licensed in Victoria, been convicted of any offence involving fraud, dishonesty, drug trafficking or violence? Yes No
2. Have you, since you were last registered or licensed in Victoria, been convicted of an offence under any law regulating plumbing work or specialised plumbing work? Yes No
3. Have you, since you were last registered or licensed in Victoria, had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled in any jurisdiction for any reason other than failure to renew that authorisation? Yes No
4. Have you, since you were last registered or licensed in Victoria, become an insolvent under administration? Yes No
5. Have you, since you were last registered or licensed, been convicted of an offence against:
 - (a) the *Fair Trading Act 1985*? Yes No
 - (b) the *Fair Trading Act 1999*? Yes No
 - (c) the *Trade Practices Act 1974*? Yes No
 - (d) the Australian Consumer Law (Victoria)? Yes No
 - (e) the *Competition and Consumer Act 2010* (Cwlth)? Yes No
6. Are you currently disqualified by an order of any regulatory body from acting as a licensed or registered plumber (or equivalent occupation under the jurisdiction of the regulatory body) regardless of whether this occurred in Victoria or elsewhere? Yes No

 **If YES for any of the above questions, please answer the following questions.**

What were the offences or breaches that resulted in the conviction, suspension, cancellation, insolvency or disqualification?

When did the event occur?

In which State or Territory did the event occur?

What were the circumstances leading to the conviction, suspension, cancellation, insolvency or disqualification?

What penalty did you receive?

What have you done to prevent the event that resulted in the conviction, suspension, cancellation, insolvency or disqualification from occurring again?



Please attach any documentation you believe may be relevant e.g. evidence that you have paid your fines, discharged bankruptcy etc

Part D

FEES AND PAYMENT METHOD

Below are a list of the relevant fees for each accreditation. Please select the relevant fee to the accreditation you wish to apply to renew.

Application fee	\$58.70
Late renewal / Reinstatement fee	\$80.90
Registration fee - 1 Year	\$122.90
Registration fee - 2 Years	\$245.70
Registration fee - 3 Years	\$368.60
Licence fee (1 year period)	\$326.80
11 month Licence fee	\$299.60
10 month Licence fee	\$272.30
9 month Licence fee	\$245.10
8 month Licence fee	\$217.90
7 month Licence fee	\$190.60
6 month Licence fee	\$163.40
5 month Licence fee	\$136.20
4 month Licence fee	\$108.90
3 month Licence fee	\$81.70
2 Month Licence fee	\$54.50
1 month Licence fee	\$27.20
Reduced Registration fee	\$122.80
Private Plumbing Work Licence fee (1 year period)	\$135.60

Please pay the appropriate fee(s) as outlined above, if you are unsure of the required fees visit the VBA website for more information.

Select your payment method:

credit card cheque money order

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

Note: The VBA does not accept cash

PART D CONTINUES NEXT PAGE



CREDIT CARD PAYMENT DETAILS

Card type:

Visa Mastercard


Amount:

Card number:

Name of card holder:

Card expiry date:

Signature of card holder



Date of signature



PHOTO IDENTIFICATION FORM

Complete and submit this Photo ID form if you are currently registered or licenced as a plumber in Victorian and your last photo provided to the VBA was more 3 or more years ago.

Your details

First name

Last name

Your date of birth

 / /

Photo requirements

You must provide two photos of yourself with your application.

- Print your name on the back of each photo.
- Affix the two photos in the space below with double sided tape. Do not place any tape on the front of the photos.

The photos must be:

- > identical
- > in colour
- > less than six months old
- > 4.5–5 cm in height and 3.5–4 cm 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).

For office use only

Application reference number

AFFIX PHOTO
HERE

AFFIX PHOTO
HERE

VERIFY YOUR IDENTITY

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

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

Evidence of Identity Documents

To verify your identity, you must provide the following:

- At least **ONE DOCUMENT** from Category A; and
- At least **ONE DOCUMENT** from Category B; and
- At least **TWO DOCUMENTS** from Category C **OR YOU CAN MAKE UP THE REMAINING TWO DOCUMENTS WITH ANY UNUSED DOCUMENTS** from Categories A or B

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

Identity Documents	Tick if document provided
Category A	
Passport (current or expired not more than three years ago, NOT cancelled)	<input type="checkbox"/>
Australian birth certificate	<input type="checkbox"/>
Immicard	<input type="checkbox"/>
Australian Citizenship Certificate	<input type="checkbox"/>
Category B	
Australian driver's license, Learner Permit or Provisional Licence	<input type="checkbox"/>
Australian Government issued Proof of ID card	<input type="checkbox"/>
Foreign passport (with current Australian Visa Grant Notice)	<input type="checkbox"/>
Firearms Photo ID Licence (not Minor or Junior Permit/Licence)	<input type="checkbox"/>
Category C	
Medicare Card	<input type="checkbox"/>
Security Guard or Crowd Control Photo Licence	<input type="checkbox"/>
Pensioner Concession Card	<input type="checkbox"/>
Government Issued Health Care Card	<input type="checkbox"/>
Commonwealth Seniors Health Card	<input type="checkbox"/>
Department of Veterans' Affairs Card	<input type="checkbox"/>
Credit card or debit card	<input type="checkbox"/>
Australian Tertiary Student Photo ID Card	<input type="checkbox"/>
Working with Children's Check Photo ID	<input type="checkbox"/>
Difference in name documentation	
Change of name certificate - issued by Births, Deaths and Marriages	<input type="checkbox"/>
Marriage certificate - issued by Births, Deaths and Marriages	<input type="checkbox"/>

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Application reference number

Practitioner identification number

YOUR SIGNATURE

I declare that the information contained in this application, including attachments, is true and correct.

Signature of applicant



(must be a handwritten signature)

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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