

# Plumbing Accreditation - Restricted Classes of Fire Protection (CFA and Fire Rescue Victoria only) Application Form

## Checklist

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

- Part A:** What we need to know about you
- Part B:** What are you applying for
- Part C:** Your other licences and/or registrations
- Part D:** Declaration
- Part E:** Your signature
- Part F:** Fees and payment method
- Part G:** Photo Identification Form (use certified copies **not originals**)

Remember, every supporting document that you submit with this application for parts **C and G** must be certified as a true copy of an original. [See who can certify your documents.](#)

## How to submit your application:

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

### By mail:

Victorian Building Authority GPO Box 536 Melbourne VIC 3001

### By email:

plumbingreg@vba.vic.gov.au

### Or in person at the VBA:

Goods Shed North  
733 Bourke Street Docklands VIC 3008



# 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 middle name

Your family name\* (as it appears on your drivers licence or 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 contact details:

Email address\*

Mobile number\*

Home phone number

Work phone number

### WHO DO YOU WORK FOR

Do you carry out routine servicing of fire protection equipment for the Country Fire Authority(CFA)?

Yes  No

CFA Member ID number:

Do you carry out work for the CFA as a Volunteer?

Yes  No

Do you carry out the routine servicing of fire protection equipment for the Metropolitan Fire Brigade (MFB)?

Yes  No

FES Tech Number:

Do you carry out the routine servicing of fire protection equipment as a contractor or employee other than for the CFA or MFB?

Yes  No



## Part B

### WHAT ARE YOU APPLYING FOR

Select the classes you are applying for:

Fire Protection restricted to the Routine Servicing of Fire Hose Reels

Fire Protection restricted to the Routine Servicing of Unpumped Hydrants and Valves

Select the accreditation type you are applying for in **Routine Servicing of Fire Hose Reels**

Registration       Licence

Select the accreditation type you are applying for in **Routine Servicing of Unpumped Hydrants and Valves**

Registration       Licence

## Part C

### YOUR LICENCES AND REGISTRATIONS

Do you hold or have you previously held accreditation with the VBA as a plumbing practitioner in any class of plumbing work?      Yes  No

If yes to the above, please provide your VBA Practitioner number for verification:

Are you currently, or have you ever been, authorised to perform plumbing work outside of Victoria?      Yes  No

If YES to any of the above questions, please provide details here:

- Type of licence/registration
- Name of the regulator that issued the licence/registration
- The state the regulator provider is located
- Date the licence/registration was first issued
- The licence/registration number

*e.g. Plumber – Occupational Licence, Queensland Building and Construction Commission, QLD, 1 January 2012, Licence number*

1.

2.

3.

4.

Please attach a certified photocopy of each licence, registration or authorisation.



## Part D

### DECLARATION

1. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence? Yes  No
2. Have you been convicted of an offence under any law regulating plumbing work or specialised plumbing work? Yes  No
3. Have you had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled for any reason other than failure to renew that authorisation? Yes  No
4. Are you or have you ever been an insolvent under administration (ie an undischarged bankrupt or a person who has entered an arrangement/ agreement under the *Bankruptcy Act 1966* or the equivalent in another jurisdiction)? Yes  No
5. Have you ever 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 from acting as a licensed or registered plumber (or equivalent occupation that is regulated?) Yes  No

**✔ If YES for any of the above questions, please provide details here:**

**⚠ Please remember when filling out the information below, if you do not provide sufficient detail the VBA will request further information from you. This will increase the processing time of your application.**

What were the offences or breaches?



## Part D *Continued*

When did the event occur?

In which State or Territory did the event occur?

What were the circumstances of the event?

What penalty did you receive?

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



## Part E

### YOUR SIGNATURE

- I declare that the information contained in this application, including attachments, is true and correct.
- I consent to the VBA disclosing any information provided in support of this application, including additional information provided prior to the determination of this application, for the purpose of verifying that information.

By signing this, I declare that I have read and understood how the VBA manages my personal information and the VBA's [Privacy policy](#).

Signature of applicant

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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It is an offence under section 221V 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 50 penalty units.

## Part F

### APPLICATION FEES AND PAYMENT METHOD

The fee to lodge your application is **\$58.70** including GST. If your application is granted, you will also need to pay the appropriate accreditation fee, which is **\$368.60**. This fee is in addition to your application fee. If you are already registered or licensed in a class of plumbing work, you will only have to pay the application fee.

*Fees are waived for CFA Volunteers, you do not need to complete this section.*

Please 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

### CREDIT CARD PAYMENT DETAILS

Card type:

- Visa     Mastercard

Amount:



## Part F *Continued*

Card number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of card holder:

Card expiry date

Signature of card holder:

Date of signature:

## Part G

### PHOTO IDENTIFICATION FORM

Complete and submit this form with your application if:

- you are not currently registered or licensed as a plumbing practitioner in Victoria

OR

- you are currently registered or licensed as a plumbing practitioner in Victoria, and your last photo provided to the Victorian Building Authority (VBA) was more than three years ago.

If the VBA grants your application, we will issue you with an identification card showing your name, your photograph and the classes or specialised classes of plumbing work that you are authorised to perform.

#### Your details

First name

Last name

Your date of birth

#### Photo requirements

You must provide a photo of yourself with your application.

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



## Part G Continued

The photo must be:

- 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 print 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 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 **certified photocopies** of 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.





<b>Identity Documents - please provide:</b>	<b>Tick if document provided</b>
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**Category A (at least one document)**

- Australian Passport (current or expired within 3 years, not cancelled)
- Foreign Passport (current or expired within 3 years, not cancelled) and current Australian Visa / Visa Grant Notice
- Australian birth certificate
- Immicard
- Australian Citizenship Certificate

**Category B (at least one document)**

- Australian driver's license, Learner Permit or Provisional Licence
- Australian Government issued Proof of ID card
- Firearms Photo ID Licence (not Minor or Junior Permit/Licence)

**Category C (at least two documents OR two additional documents from Categories A or B)**

- Medicare Card
- Security Guard or Crowd Control Photo Licence
- Pensioner Concession Card
- Government Issued Health Care Card
- Commonwealth Seniors Health Card
- Department of Veterans' Affairs Card
- Credit card or debit card
- Australian Tertiary Student Photo ID Card
- Working with Children's Check Photo ID

**Difference in name documentation**

- Change of name certificate - issued by Births, Deaths and Marriages
- Marriage certificate - issued by Births, Deaths and Marriages

For office use only

Application reference number	Practitioner identification number



## 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).