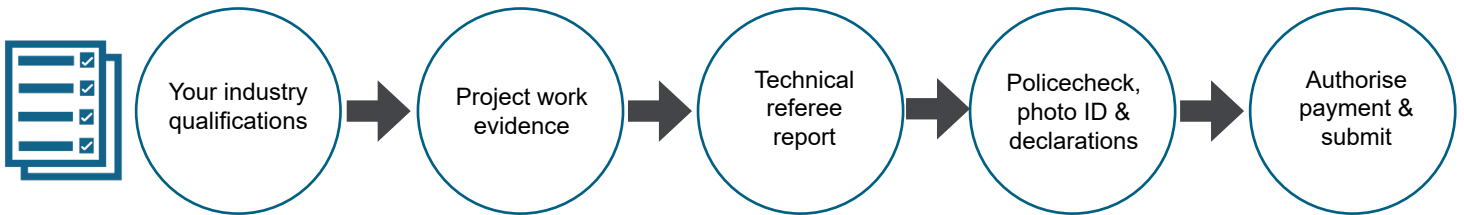


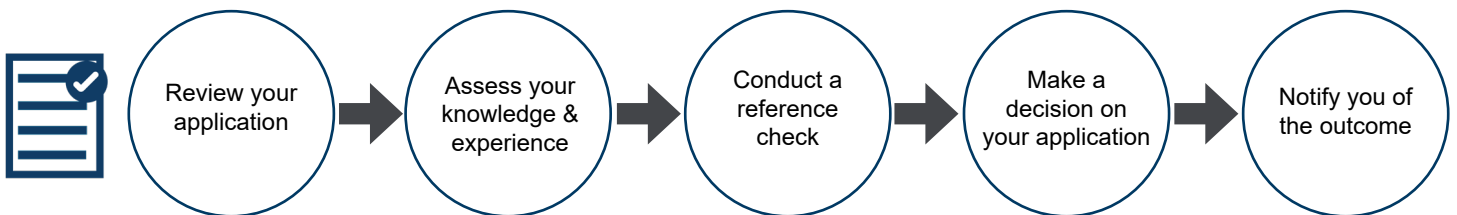
How to apply

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

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 interior design association? E.g., Design Institute of Australia		
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.](#)

	Name of qualification	Institution (TAFE, University, RTO)	Year completed	Qualification	Results
X	<i>Advanced Diploma of Interior Design</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 interior design that you have completed either through a training provider or industry association. Include evidence of this such as a certificate of completion or other confirmation of attendance.

	Name of Course/CPD	Training Provider/ Industry Association	Year completed	Evidence of attendance
X	<i>Contract Administration Workshop</i>	<i>Design Matters National</i>	<i>dd/mm/yy</i>	
1				
2				
3				
5				

If you require more room, please attach an additional page



Part C

Employment History - Interior Design

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

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

Dates of your employment:

From

To

Employment type

Current employer

Yes

No

Address of employer 3

Street no. and name

Suburb

State

Postcode

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. You did not supervise another person doing this work.

Area of Experience (AoE) 1		Class 1 Projects
Prepare Class 1 Technical Interior Design Drawings		Personally
General	Have you:	
	Written relevant & specific General Notes?	
	Incorporated Energy Rating summary information (ie. Window U-Values & SHGC, and Insulation values) into your drawings where relevant?	
	Incorporated Structural Engineering information into your drawings (ie. drawn locations of columns & beams)?	
	Incorporated Secondary Consultant information into your drawings?	
	Applied technical drafting techniques into your drawings that comply with AS.1100, including: scale, hatching, linework (type & weight), lettering, legends, presentation?	
	Have you produced floor plans which include:	
	The use and area of each room	
	Notated impact of interior design works on FRLs of party wall or walls on boundary (eg. FRL 60/60/60)?	
	Location of smoke detectors and note for interconnection?	
Floor Plan	Notated floor levels and floor finishes?	
	Notated dimensions that are sufficient and specific?	
	Clearly defined existing & proposed works where relevant?	
	Internal and external wall construction types?	
	Location and layout of furniture, joinery, fittings and fixtures?	
	Locations of windows and doors including openable sections?	
	Natural light and ventilation calculations?	
	Drawn lighting layouts and documented calculations: total square meters areas & wattages into your drawings as specified in NCC 13.7.6?	
	A detailed electrical layout plan?	



Area of Experience (AoE) 1		Class 1 Projects
Prepare Class 1 Technical Interior Design Drawings Cont'd		Personally
Have you produced internal elevations which include:		
Internal Elevations	Proposed (and existing if relevant) floor & ceiling levels?	
	Details of wall linings and materials?	
	Details of joinery, fixtures and fittings?	
	Details of waterproofing for wet areas showing compliance with the NCC and Australian Standards?	
Have you produced Sections which include:		
Sections	Fully notated Sections showing all structural & framing members?	
	Proposed (and existing) floor & ceiling lines and levels?	
	Construction methods of floors, walls and ceiling and integration of structural components?	
	Floor finishing and construction details?	
	Stair design and details with sufficient information to ascertain compliance (ie. overall rise, handrails, and risers & tread sizes)?	
Have you produced Details, which include:		
Details	Details of joinery, fitting and fixtures?	
	Wall type detail for acoustic separation (including Rw level)?	
	Connection detail methods?	
	Energy efficiency construction details?	
	Location of services including required ducts or riser shafts?	
	Overshadowing diagrams [Reg 83] and overlooking diagrams [Reg 84] where relevant?	
	Locations of adjoining properties within 9m of site boundary and habitable room windows (where relevant)?	
	External architectural features (Shading devices, overlooking screening etc)?	



Area of Experience (AoE) 2		Class 2-9 Projects	
		In a team	Personally
Prepare Class 2-9 Technical Interior Design Drawings			
Have you:			
General	Written relevant & specific General Notes?		
	Incorporated Structural Engineering information into drawings (ie. drawn locations of columns & beams)?		
	Incorporated Secondary Consultant information into drawings (including services consultants)?		
	Applied technical drafting techniques that comply with AS.1100 including: scale, hatching, linework (type & weight), lettering, legends, presentation?		
	Consideration of preventative design measures for workplace occupational health and safety as required by Section 28 of the Occupational Health Safety Act 2004 (Vic)		
Have you produced drawings that include:			
NCC Section C - Fire Resistance	Consideration of the impact of interior design works on locations of required fire fighting equipment including: sprinklers, fire Hydrants, fire hose reels, fire extinguishers and fire blankets?		
	Consideration of the impact of interior design works on locations of required fire compartments and/or separation?		
	Shown notations of required FRLs on plans, elevations and sections?		
	Consideration of the impact of interior design works on the location of fire doors noted on plans		
	Details of required wall lining construction behind commercial cooking equipment?		
	Details of fire hazard properties of specified products and linings, including Smoke-Developed Index, spread of flame index and fire group number		
Have you produced drawings that you had to determine and include :			
NCC Section D- Access and Egress	The number of required exits shown on plans?		
	The compliant maximum distance of travel to exits / egress paths?		
	The compliant minimum widths of egress paths for corridors, doors and stairs?		
	The door swings in the direction of travel?		
	The locations and types of emergency lights and exit signs?		
	Details of occupancy rate calculations showing compliance with NCC D2D18?		
	Details of the required slip resistance of floor coverings showing compliance with NCC and AS.4586?		



Area of Experience (AoE) 2		Class 2-9 Projects	
		In a team	Personally
Prepare Class 2-9 Technical Interior Design Drawings			
NCC Section F - Health & Amenity	Have you produced drawings that you had to determine and include:		
	The number of required sanitary facilities?		
	Drawn acoustic separation details and noted Rw requirements?		
	Minimum ceiling height requirements?		
NCC Section J - Energy Efficiency	Have you produced drawings that include:		
	Incorporation of Part J summary details?		
	Determined and noted required R-Values of building elements?		
	Glazing calculations for the project (including incorporated U-Values & SHGC in the window schedule)?		
AS.1428 Design for Access and Mobility	Have you produced drawings that include:		
	Detailed Accessible Building Access, including: thresholds, steps, ramps and handrails?		
	Large scale floor plans and internal elevations for accessible toilet and ambulant toilet facilities?		
	Locations and dimensions of tactile indicators?		
Construction Details	Have you produced drawings that include:		
	Waterproofing details of wet areas?		
	Required Fire rated details?		
	Analyse the loads of the proposed wall & ceiling linings and features to ensure that the sub-structure framing is adequate?		



Area of Experience (AoE) 3		In a team	Personally
Initiate the application for building permits			
Building Permit Applications	Have you prepared building permit documentation which include:		
	A completed Building Permit Application Form 1?		
	Interpreting and applying information issued in Building Permit Form 2?		
	Liaising with the Building Surveyor (including RFI response)?		
Alternate Processes	Have you been involved in or prepared alternate process documentation for building permits, such as:		
	Identifying and contributing to the documentation of Performance Solutions requirements?		
	Preparing documentation for Building Appeals Board (BAB) determinations?		

Area of Experience (AoE) 4		In a team	Personally
Project Administration and Building Contract Administration			
Project Administration	Have you been involved in or prepared project administration documentation, such as:		
	Client and Interior Designer engagement agreements?		
	Project specifications of works to be done and materials to be used?		
	Material & finishes schedules?		
	Other written schedules (windows, doors, sanitary etc)?		
Building Contracts	Have you been involved in or prepared building contract documentation, such as:		
	Identifying and selecting the appropriate building construction contract for the works?		
	Determining and populating the schedules within the building contract?		
	Tender documentation including: Conditions of Tender, Calling of Tenders and tender assessment & evaluation?		



Area of Experience (AoE) 4		In a team	Personally
Project Administration and Building Contract Administration			
Have you been involved in or prepared building contract administration on behalf of the owner, such as:			
Contract Administration	Issuing Site Instructions pursuant to the contract?		
	Assessing Progress Claims and issuing Progress Payment Certificates?		
	Completing onsite defects inspections and preparing rectification lists?		
	Assessment and approval of variations to the building contract (eg. time, cost, materials)?		
	Site meeting notes / minutes?		

Area of Experience (AoE) 5		Class 1 and Class 2-9 Projects	
Brief and Co-Ordinate Secondary Consultants		In a team	Personally
Have you worked with secondary consultants to obtain specialist advice and recommendations:			
Secondary Consultants	Identifying and coordinating secondary consultants required for the project (eg. Engineering and services consultants, etc)?		
	Briefing and liaising with required secondary consultants?		
	Obtaining preliminary and final reports and / or drawings from consultants?		
	Incorporating consultants' specialist documentation into your building interior design drawings and / or specifications?		



6. Outline how you have contributed to optimal energy efficient design for your projects

Part B - Administrative Project Tasks

1. Outline your experience with preparing building permit applications and liaising with building surveyors to enable the issue of building permits

2. Outline your involvement in preparing internal office project administration documentation

3. Outline your involvement in preparing documentation to enable the Calling of Tenders for building interior projects

4. Outline your experience in acting as (or under the direction of) the superintendent in preparing and administering building contract documentation on behalf of the owner

5. List the different types of secondary consultants you have briefed, coordinated and/or liaised with



6. Outline the methodologies you have used to coordinate secondary consultants

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 interior design 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 - Interior Design Drawings

Areas of Experience 1 and 2

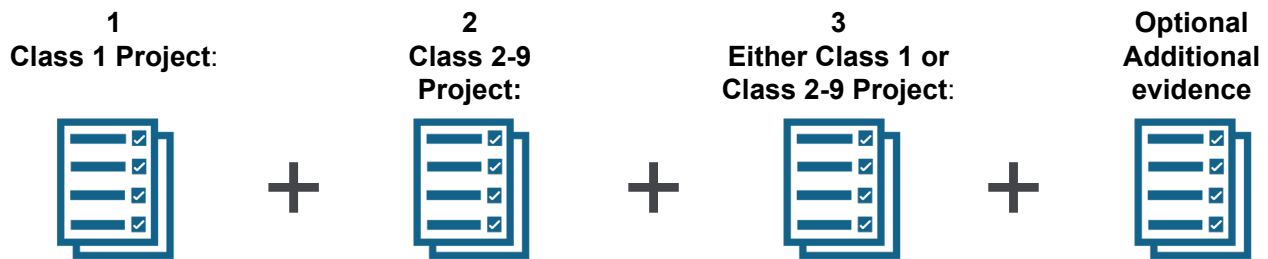
You must provide a set of interior design working drawings that you have prepared for a minimum of 3 different projects. For each set of drawings:

- There is a corresponding cover sheet and checklist (see Appendix A)
- To the front of each set of drawings, attach the relevant completed cover sheet and completed checklist
- Drawings must be size A3 and of clear resolution (can be reduced from a larger size)
- Only include drawings prepared by you (not drawings prepared by another person that you supervised)

Ensure you provide all the required items in the checklists for each project – your application may be returned if not all required items are provided. If you cannot provide all the required information in the three projects, you may submit drawings for additional projects. There are additional coversheets for this purpose.



The required sets of drawings are as follows:



Portfolio of Evidence Part 2 - Interior Design Administrative Documents

Areas of Experience (AoE) 3, 4 and 5

You must provide evidence that you have undertaken administrative tasks outlined in:

- AoE 3: Initiate the application for building permits
- AoE 4: Project administration and building contract administration
- AoE 5: Brief and co-ordinate secondary consultants

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 in the areas of experience. Your referee/s should be registered in one of the following categories:

- Building Design (Interior)
- Building Design (Architectural)
- An architect, registered by the Architects Registration Board of Victoria (ARBV)
- A person registered as a Domestic Builder (Unlimited) (if the builder was the direct employer)

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 police 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		
Postal Details		
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.

Excluded persons	Yes	No
If you are an 'excluded person' as defined in 171F of the <i>Building Act</i> , then your application for registration cannot be granted . 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.		
a) Are you or an associate ¹ currently disqualified by an order of a disciplinary body ² 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 ³ 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> ?		
Personal probity	Yes	No
Within the last 10 years (whether in Victoria or outside Victoria):		
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 ⁴ 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)*





Personal probity <i>continued</i>	Yes	No
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?		
Financial probity		
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 ⁵ ?		
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 ⁶ 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 ⁷ 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*



Financial probity *continued*

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'.



Financial probity <i>continued</i>	Yes	No
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
Category A (one document)	
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)	
Category B (one document)	
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	
Difference in name documentation	
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 building design, the fee to lodge this application is \$612.30.

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



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 1: Technical interior drawings for 3 projects (Areas of Experience 1 & 2)

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

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

Part 2: Interior design administrative documents (Areas of Experience 3, 4 & 5)

Completed coversheet and checklist attached to supporting documents

Part 3: 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.



Appendix A

Portfolio of Evidence Coversheets and Checklist

This appendix contains:

Part 1 - Coversheet and checklist for drawing sets:

Project 1: Class 1

Project 2: Class 2-9

Project 3: Class 1 or Class 2-9

You may submit more drawing sets if required.

The coversheet and checklist is different for Class 1 and Class 2-9 Projects. We have provided the following coversheets and checklists:

2 x Class 1 project coversheet and checklist

2 x Class 2-9 project coversheet and checklist

If you need additional coversheets, print an additional copy of the coversheet that you need

Part 2 - Coversheet and checklist for:

Interior design administrative documents



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Part 1 Portfolio of Evidence
Class 1 Project

Technical interior design working drawing set coversheet Area of Expertise 1

Project description

Project site address

Street number & name

Suburb

State

Postcode

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

Applicant Declaration

I personally prepared (tick the appropriate box):

The significant majority of the drawing content submitted (I have highlighted areas not prepared by me)

The entire drawing contents submitted

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 1 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:

General

	Relevant and specific general notes
	Structural Engineering information incorporated into drawings
	Drawings produced with technical drafting competencies that comply with AS.1100
	Incorporated Secondary Consultant information
	Incorporated Energy Rating summary information (ie. Window U-Values & SHGC, and Insulation R-Values)

Floor & ceiling plans

	The use and area of each room
	Notated impact of interior design works on FRLs of party wall or walls on boundary (eg. FRL 60/60/60)?
	Location of smoke detectors
	Floor levels and finishes
	Notated dimensions
	Location of furniture, joinery, fittings and fixtures
	Locations of windows and doors (including openable sections)
	Structural Engineering information for column and beam locations
	Lighting layouts and documented calculations - m2 areas & wattages
	Electrical layout plan

Internal elevations

	Proposed floor & ceiling levels
	Details of wall linings and materials
	Details of joinery, fixtures and fittings
	Details of waterproofing for wet areas



Sections

	Fully notated sections including all structural & framing members
	Proposed levels for floor & ceiling lines
	Floor, walls and ceiling construction methods and integration of structural components
	Floor finishing and construction details
	Stair details: overall rise, handrails, balustrade and tread & riser sizes

Details

	Details of joinery, fitting and fixtures?
	Wall type detail for acoustic separation (including Rw level)
	Connection detail methods
	Energy efficiency construction details
	Location of services including required ducts or riser shafts
	External architectural features (Shading devices, overlooking screening etc)



Part 1 Portfolio of Evidence
Class 1 Project

Technical interior design working drawing set coversheet Area of Expertise 1

Project description

Project site address

Street number & name

Suburb

State

Postcode

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

Applicant Declaration

I personally prepared (tick the appropriate box):

The significant majority of the drawing content submitted (I have highlighted areas not prepared by me)

The entire drawing contents submitted

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 1 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:

General

	Relevant and specific general notes
	Structural Engineering information incorporated into drawings
	Drawings produced with technical drafting competencies that comply with AS.1100
	Incorporated Secondary Consultant information
	Incorporated Energy Rating summary information (ie. Window U-Values & SHGC, and Insulation R-Values)

Floor & ceiling plans

	The use and area of each room
	Notated impact of interior design works on FRLs of party wall or walls on boundary (eg. FRL 60/60/60)?
	Location of smoke detectors
	Floor levels and finishes
	Notated dimensions
	Location of furniture, joinery, fittings and fixtures
	Locations of windows and doors (including openable sections)
	Structural Engineering information for column and beam locations
	Lighting layouts and documented calculations - m2 areas & wattages
	Electrical layout plan

Internal elevations

	Proposed floor & ceiling levels
	Details of wall linings and materials
	Details of joinery, fixtures and fittings
	Details of waterproofing for wet areas



Sections

	Fully notated sections including all structural & framing members
	Proposed levels for floor & ceiling lines
	Floor, walls and ceiling construction methods and integration of structural components
	Floor finishing and construction details
	Stair details: overall rise, handrails, balustrade and tread & riser sizes

Details

	Details of joinery, fitting and fixtures?
	Wall type detail for acoustic separation (including Rw level)
	Connection detail methods
	Energy efficiency construction details
	Location of services including required ducts or riser shafts
	External architectural features (Shading devices, overlooking screening etc)



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Part 1 Portfolio of Evidence
Class 2-9

Coversheet: Technical interior design working drawing set Area of Expertise 2.

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 |

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

Applicant Declaration

I personally prepared (tick the appropriate box):

The significant majority of the drawing content submitted (I have highlighted areas not prepared by me)

The entire drawing contents submitted

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:

General

	Relevant and specific general notes
	Structural Engineering information incorporated into drawings
	Drawings produced with technical drafting competencies that comply with AS.1100
	Incorporated Secondary Consultant information
	Details of preventative design measures to workplace occupational health and safety

NCC Section C - Fire Resistance

	Locations and types of required firefighting equipment
	Locations and details of required Fire Compartments and/or Separation
	FRL levels noted on plans, elevations and sections
	Locations of fire doors
	Documentation of the impacts on the fire protection systems resulting from your proposed interior design works
	Details of required wall lining construction behind commercial cooking equipment
	Details of fire hazard properties of specified products and linings, including Smoke-Developed Index, spread of flame index and fire group number

NCC Section D - Access & Egress

	Locations of required exits
	Locations and types of emergency lights and exit signs
	Distance of Travel to Exits / Egress Paths
	Minimum widths of egress paths for corridors, doors and stairs
	Door swings shown in direction of travel



NCC Section D - Access & Egress

	Occupancy rate calculations
	Slip resistance of floor coverings

NCC Section F - Health & Amenity

	Sanitary facilities and sanitary facilities calculations
	Acoustic Separation details including Rw level
	Minimum ceiling height requirements

NCC Section J - Energy Efficiency

	Incorporated Part J summary details
	The required R-Values of building elements
	Glazing calculations including U-Values & SHGC for windows

AS.1428 Design for access and mobility

	Accessible Building Access: thresholds, steps, ramps and handrails
	Wet Area details for accessible amenities and ambulant toilet facilities
	Locations and dimensions of tactile indicators
	Circulation spaces at required doorways

Construction Details

	Waterproofing details for wet areas
	Required Fire rated details
	Acoustic separation details (including required Rw levels)
	Sufficient structural support for the proposed walls and ceiling linings and features



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

Coversheet: Technical interior design working drawing set Area of Expertise 2

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

Dates you worked on project

From date

To date

Employer company name

Registered supervisor

Full name

Reg number

Applicant Declaration

I personally prepared (tick the appropriate box):

The significant majority of the drawing content submitted (I have highlighted areas not prepared by me)

The entire drawing contents submitted

Name

Signature

Date of signature



Supervisor Declaration

As the applicant's supervisor for this project, I confirm that the work submitted was prepared by the applicant.
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:

General

	Relevant and specific general notes
	Structural Engineering information incorporated into drawings
	Drawings produced with technical drafting competencies that comply with AS.1100
	Incorporated Secondary Consultant information
	Details of preventative design measures to workplace occupational health and safety

NCC Section C - Fire Resistance

	Locations and types of required firefighting equipment
	Locations and details of required Fire Compartments and/or Separation
	FRL levels noted on plans, elevations and sections
	Locations of fire doors
	Documentation of the impacts on the fire protection systems resulting from your proposed interior design works
	Details of required wall lining construction behind commercial cooking equipment
	Details of fire hazard properties of specified products and linings, including Smoke-Developed Index, spread of flame index and fire group number

NCC Section D - Access & Egress

	Locations of required exits
	Locations and types of emergency lights and exit signs
	Distance of Travel to Exits / Egress Paths
	Minimum widths of egress paths for corridors, doors and stairs
	Door swings shown in direction of travel
	Occupancy rate calculations
	Slip resistance of floor coverings



NCC Section F - Health & Amenity

	Sanitary facilities and sanitary facilities calculations
	Acoustic Separation details including Rw level
	Minimum ceiling height requirements

NCC Section J - Energy Efficiency

	Incorporated Part J summary details
	The required R-Values of building elements
	Glazing calculations including U-Values & SHGC for windows

AS.1428 Design for access and mobility

	Accessible Building Access: thresholds, steps, ramps and handrails
	Wet Area details for accessible amenities and ambulant toilet facilities
	Locations and dimensions of tactile indicators
	Circulation spaces at required doorways

Construction details

	Waterproofing details for wet areas
	Required Fire rated details
	Acoustic separation details (including required Rw levels)
	Sufficient structural support for the proposed walls and ceiling linings and features



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Part 2 Portfolio of Evidence
Interior Design Administrative Documentation

Areas of Experience 3, 4 & 5

Coversheet and checklist

Applicant Declaration

With the exception of documents prepared by other consultants, I personally prepared (tick the appropriate box):

The significant majority of the content submitted (I have highlighted areas not prepared by me)

The entire contents submitted

Name

Signature

Date of signature

* This evidence may be for a project you submitted in Part A or any other project

Checklist

Building Permit Applications

Submit the following documents for the projects you submitted in Part A:

A completed Building Permit Application Form 1 for at least one project
Copies of the issued Building Permit Form 2 for all projects (where available)
Evidence of correspondence where you have liaised with the Building Surveyor for at least one project

Documentation for Alternate Processes*

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

Documentation you have prepared for Building Appeals Board determinations
Documentation of Performance Solutions requirements that you have identified and contributed to – include the final report

Project Administration Documentation*

Submit the following documents for one project:

Completed Building Designer engagement agreements with client (redactions permitted)
Prepared project Specifications of Works to be done and materials to be used
Project schedules: materials and finishes, windows, doors, sanitary, etc



Building Contract Documentation*

Submit the following documents for one project:

Completed building contract schedules
Tender documentation such as: Conditions of Tender, Calling of Tenders and tender assessment & evaluation

Contract Administration Documentation*

Submit the following documents for one project:

Site meeting minutes that you have prepared or attended
Site Instructions that you have issued pursuant to the contract
Progress Payment Certificates that you prepared and issued
Building Contract variations that you have assessed and approved
Defects and rectification list that you prepared and issued

Secondary Consultant Documentation - Class 1

Submit the following documents for one of the Class 1 projects you submitted in Part A:

List and briefly describe the secondary consultants used in the project
At least two pieces of evidence that you have liaised with secondary consultants (emails, meetings, etc)
Secondary consultant preliminary drawings that you have marked up in collaboration
Secondary consultant final drawings
Secondary consultant reports

Secondary Consultant Documentation - Class 2-9 Project

Submit the following documents for one of the Class 2-9 projects you submitted in Part A:

List and briefly describe the secondary consultants used in the project
At least two pieces of evidence that you have liaised with secondary consultants (emails, meetings, etc)
Preliminary drawings from at least one secondary consultant that you have marked up in collaboration
Final drawings from at least one secondary consultant
Report from at least one secondary consultant

* This evidence may be for a project you submitted in Part A or any other project