

Domestic Builder

(Limited to Cabinet Making, Joinery & Stair Construction)

Technical Referee Report

This report must be completed by the referee and accompanies the Domestic Builder (limited to cabinet making, joinery and stair construction) registration application form.

To be a referee you should be a registered Domestic Builder (unlimited) or in the class of building work for which the applicant is applying. You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about domestic building work that the applicant carried out under your supervision.

The VBA uses your referee report to help determine whether an applicant should be registered as a building practitioner. We may contact you to confirm the information in this reference.

Part A

About You (the technical referee)

Mr	Mrs	Ms	Miss	Other	* Information you must supply
First name*				Middle name	
Surname*				Date of birth*	
Email*					
Your registration number*			Your contact number*		

If you are not a registered building practitioner, were you the applicants

Site Supervisor

Construction Manager

Part B

Employer Details

Name of the company, which employed the applicant during period of supervision*

ABN*



Street no. and name*

Suburb*

State*

Postcode*

Business email

Business telephone

Part C

Applicant Details (for whom you are providing this report)

First name*

Surname*

Part D

Supervised Building Experience (for up to three projects)

Please complete detail for the applicant's domestic building project experience that you supervised.

Project site address	Applicant's role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)
Project 1		
123 Alphabet st. Melbourne 3000 Victoria	Supervisor	06/2019-09/2019
Project 2		
Project 3		



Explanation of terms

Assisted	Refers to when the applicant has assisted a competent and qualified practitioner in the carrying out of a particular component of building work.
Carried out	The actual hands-on carrying out of building work. It refers to when the applicant has been solely responsible for that component of building work.
Managed	The management of building work. It refers to when the applicant was not involved in the actual carrying out of that component other than engaging a competent practitioner to do so; however, you as the manager/supervisor were responsible for the quality and compliance of that component of work.

Please indicate the components of building work that the applicant either assisted, carried out, or managed under your supervision (may be one project only).

Did the applicant assist, or manage any of the following components of building work per project?

Components of building work		Project 1		Project 2		Project 3		
		Assisted	Managed	Assisted	Managed	Assisted	Managed	
Area of Experience (AoE) 1 - Apply for a building permit for the work								
Preliminary work	Determined requirement for building permit							
	Obtained building permit/or approvals from other authorities							
	Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances							
	Prepared contracts for the building work							
	Administered appropriate contracts							
	Managed contract variations and defects							
	Arranged/attended mandatory inspections							
Completed handover including certificates of compliance								
Managed the building work from start to finish								
Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills								
Conducted business and financial aspects for projects								
Prepared cost estimates and quotations for project/part of project								
Area of Experience (AoE) 4 – Co-ordinate onsite construction works								
Site supervision	Developed and monitored progress schedules for the work							
	Provided on-site day to day supervision of the project							
	Supervised subcontractors/trades to ensure work was conducted safely & to standard							
Area of Experience (AoE) 5 – Ensure works are planned and conducted safely								
Managed site safety throughout the project								



Did the applicant assist, manage, or carry out any of the following components of building work per project?

Components of building work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 6 – Domestic Building work that the applicant carried out									
Cabinetmaking work	Established the construction site								
	Interpreted plans & specifications relevant to site works								
	Formulated a site works programme								
	Measured & ordered materials for fabrication								
	Prepared cutting lists for fabrication								
	Prepared cabinetry for appliances as specified								
	Assembled cabinets / benchtops prior to site delivery								
	Delivered cabinets / benchtops to site								
	Installed cabinets / benchtops on site								
	Cut & marked templates for stone benchtops								
Joinery work	Fabricated doors & windows								
	Installed doors & windows								
	Fabricated/installed aluminium grills & louvres								
	Fabricated/installed joinery units								
	Cut & installed glass for joinery								
Stair construction	Interpreted plans & specifications for site works								
	Measured & ordered materials for fabrication								
	Prepared cutting lists for fabrication								
	Installed stair landings								
	Installed stair landings								
Installed balustrades to stair/landings									



Part E

Referee Declaration

The information provided in this form must be true and correct. 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



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.