

PLUMBING REGISTRATION

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 application form:

- Part A:** What we need to know about you
- Part B:** Classes of plumbing work in which you seek registration
- Part C:** Your qualifications and experience
- Part D:** Your other qualifications and/or training
- Part E:** Your other licences and/or registrations
- Part F:** Declaration
- Part G:** Your signature
- Part H:** Fees and payment method
- Part I:** Photo Identification Form
- Part J:** National Police Check
- Part K:** Plumbing Employment History Form

Fill in the following forms if you **HAVE NOT** completed a plumbing apprenticeship **AND** one of the relevant plumbing qualifications listed in Part C:

- Part L:** Experience Statement
- Part M:** Technical Referee Report

Please tick once you have certified copies of your supporting document (do not send originals):

- Certified copies of supporting documents

Remember, every supporting document that you submit with this application for **parts C, D & E** must be certified as a true copy of an original. [Click here](#) for a list of people who can certify a document for you.

Note: The information provided in an application must be true and correct. It is an offence under s221V 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 50 penalty units. If you provide false or misleading information, we may refuse your application.

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

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 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

Fax number

LET US KNOW YOUR CURRENT REGISTRATION/LICENCE STATUS

Are you currently registered in Victoria to carry out any class or specialised class of plumbing work (including a restricted registration or a provisional registration)?

Yes No

Are you currently licensed in Victoria to carry out any class or specialised class of plumbing work (including a restricted licence)?

Yes No ✔ If you answered **YES** to either of the above questions, write your practitioner identification number here:

Part B

LET US KNOW THE CLASS(ES) OF PLUMBING WORK IN WHICH YOU SEEK REGISTRATION

Select the class(es) of plumbing work in which you seek registration:

Classes of plumbing work

- Drainage work
- Fire Protection work
- Gasfitting work
- Irrigation (Non-agricultural) work
- Mechanical Services work
- Refrigerated Air-conditioning work*
- Roofing (Stormwater) work
- Type B Gasfitting work*
- Sanitary work
- Water Supply work

Classes of restricted plumbing work

- Mechanical Services – restricted to single head split systems work
- Mechanical Services – restricted to duct fixing work
- Roofing (Stormwater) – restricted to class 10A building work

Specialised classes of plumbing work

- Backflow Prevention work
- Type A Appliance Conversion work
- Type A Appliance Servicing work*
- Type B Gasfitting Advanced work

*Restricted Electrical Workers Licence issued by Energy Safe Victoria is a requirement for these classes.

Part C

LET US KNOW YOUR QUALIFICATIONS AND EXPERIENCE

Qualifications

Select any of the following qualifications that you have successfully completed:

- Certificate III in Plumbing
- Certificate III in Plumbing (Mechanical Services)
- Certificate III in Roof Plumbing
- Certificate III in Fire Protection
- Certificate II in Drainage
- Certificate II in Urban Irrigation
- Certificate III in Airconditioning and Refrigeration

PART C CONTINUES NEXT PAGE

**1. For each of the above qualifications that you hold, please provide:**

- The title of qualification
- The name of the registered training organisation (RTO) that awarded the qualification
- The state in which the RTO is located
- The year in which the qualification was awarded.

e.g. *Certificate III in Plumbing, Victoria University, VIC, 2010*

1.

2.

3.

4.

2. For each of the above qualifications that you hold, please attach the following documents to your application form:

- a certified copy of your Record/Statement of Results stating the unit(s) of competency achieved issued by the RTO

AND

- a certified copy of the qualification (your Certificate II or III) issued by the RTO.

[Click here](#) for a list of people who can certify a document for you.

! If you **HAVE NOT** successfully completed one of the above qualifications, complete (and submit with your application) an 'Experience Statement' » **see part L.**

Apprenticeship

Have you successfully completed a plumbing or refrigerated airconditioning apprenticeship in Australia?

Yes No

✓ If **YES**:

When did you complete the apprenticeship?

In which state or territory did you complete the apprenticeship?

Please **attach a certified copy of your 'completion of apprenticeship letter'** (a letter from the Victorian Registration and Qualifications Authority (VRQA), or from the relevant agency in the state/territory in which you completed the apprenticeship).

! If you **HAVE NOT** successfully completed a plumbing apprenticeship in Australia, complete an 'Experience Statement' » **see part L.**



LET US KNOW ABOUT YOUR OTHER QUALIFICATIONS AND/OR TRAINING

Other Qualifications

Have you successfully completed any other qualifications that you think are relevant? Yes No

Other Training

Have you successfully completed any training on:

- > commissioning and maintaining backflow prevention devices? Yes No
- > servicing Type A gas appliances? Yes No
- > installing, commissioning and servicing Type B gas appliances? Yes No
- > Have you completed any other training that you consider relevant to your application? Yes No

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

- Title of the qualification/and or training
- Name of the institution that awarded the qualification/name of training provider
- State the institution/training provider is located
- Year you completed the training

e.g. Certificate III in Work Health and Safety, Riverina Institute, NSW, February 2012

1.
2.
3.
4.

Please attach a certified copy of each qualification and/or training course you have listed.



LET US KNOW ABOUT YOUR OTHER LICENCES AND/OR REGISTRATIONS

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

Do you hold a Restricted Electrical Worker's Licence? (required for Type B Gasfitting work, Refrigerated Air-Conditioning work and Type A Appliance servicing work) Yes No

Are you currently, or have you ever been, authorised to perform other regulated work (not plumbing work) in Australia (for example, a licence to perform electrical work)? 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

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-
-
-

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

DECLARATION

1. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for 6 months or more? 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. Have you ever been insolvent under administration? 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?

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 G

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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(must be a handwritten signature)

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 H

FEES AND PAYMENT METHOD REGISTRATION FEE

The fee to lodge your application is **\$56.90** including GST. Once your application for registration has been granted you will need to also pay a registration fee of **\$357.10**.

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
- ▶ If you are already registered in a class of plumbing work, this fee won't apply.

PART H CONTINUES NEXT PAGE



CREDIT CARD PAYMENT DETAILS

Card type:

Visa Mastercard

Amount:

\$414.00

Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder



(must be a handwritten signature)

Date of signature

/ /



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 application to the Victorian Building Authority (VBA) to be registered or licensed was lodged 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 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.
- > 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).

In the photo, you must:

For office use only

Application reference number

Practitioner identification number

AFFIX PHOTO
HERE

AFFIX PHOTO
HERE

Part J

NATIONAL POLICE CHECK



To support your application we require you to undertake a national police check, via our online service provider. Once we receive this application we will send you an email, containing a secure link, to enable you to complete the national police check application quickly and efficiently.

Part K

PLUMBING EMPLOYMENT HISTORY

* INFORMATION THAT YOU MUST SUPPLY

Provide details of at least one employer (past or present) relevant to this application.

Employer 1*

Employer / Supervisor name

Position / Title

Company

Dates of employment

From: / /

To: / /

Address of employer

Suburb

State or territory

Postcode

Employer primary contact number

Plumbing registration number (if applicable)

Employer 2

Employer / Supervisor name

Position / Title

Company

Dates of employment

From: / /

To: / /

Address of employer

Suburb

State or territory

Postcode

Employer primary contact number

Plumbing registration number (if applicable)

Part L



EXPERIENCE STATEMENT

If you **HAVE NOT** successfully completed a plumbing apprenticeship and /or one of the relevant plumbing qualifications listed in part C, then you need to complete (and submit with your application) an 'Experience Statement' for:

- each class or specialised class of plumbing work in which you seek registration
- AND**
- all other related classes of plumbing work in which you must demonstrate competence for registration.

For example, if you are applying for Water Supply work, you will need to complete an 'Experience Statement' for Water Supply work, Sanitary work and at least two of the following: Gasfitting work, Mechanical Services work, Drainage work or Roofing (Stormwater) work.

↓ Click here to **download** the relevant **Experience Statement** from the VBA website (see the Plumbing Registration and Licences page)

Part M



TECHNICAL REFEREE REPORT

If you **HAVE NOT** successfully completed a plumbing apprenticeship and one of the relevant plumbing qualifications listed in part C, then you need to complete (and submit with your application) a 'Technical Referee Report' for:

- each class or specialised class of plumbing work in which you seek registration
- AND**
- all other related classes of plumbing work in which you must demonstrate competence for registration.

↓ Click here to **download** the relevant **Technical Referee Report** from the VBA website (see the Plumbing Registration and Licences page)