

Renew Plumbing Licence/ Registration After Expiry

Application Form

Reminder checklist

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

- Part A:** About You (the applicant)
- Part B:** Accreditation You Wish to Renew
- Part C:** Reason for Failing to Renew
- Part D:** Work History
- Part E:** National Police Check
- Part F:** Declaration
- Part G:** Insurance (only required if renewing licence)
- Part H:** Your Fee and Payment Method
- Part I:** Photo Identification
- Part J:** Statutory Declaration
- Part K:** Your Signature

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

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

By email:

plumbingreg@vba.vic.gov.au
Applications submitted via email
should be in .pdf format (all pages
in a single document), and not
.jpeg, .png or individual pages.

Or in person at the VBA:

Goods Shed North
733 Bourke Street
Docklands VIC 3008

Part A

About You (the applicant)

Title:*

Mr Mrs Ms Miss Other

* Information you
must supply

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

Part B**Accreditation You Wish to Renew****Tick the relevant registration/licence you are applying to renew**

Licence	Registration
Private Plumbing Work Licence	Reduced Fee Registration

Your Practitioner Number

Date registration/licence expired

Part C**Reason for Failing to Renew**

Please remember when answering the following, if you do not provide sufficient detail VBA will request further information from you. This will increase the processing time of your application.

Please explain why you failed to apply to renew your registration before it expired*.



If your registration/licence expired more than three years ago, please explain your reason for the extended period of time before you applied to renew it.

Are you, or have you previous been authorised to carry out plumbing work outside of Victoria? Yes No

If Yes, please attach a certified photocopy of that authorisation to this application.

If your registration/licence expired more than three years ago, please explain what you have done to maintain your knowledge of current Australian plumbing standards and regulatory requirements.

Part D

Work History

Please set out your employment history since your registration/licence expired.

Employer 1

Employer/Supervisor name		Your position/title	
Name of company		Employer Practitioner Number	
From	To	Contact number	
Street no. and name		Suburb	State Postcode



What were your exact responsibilities/duties

Did you carry out plumbing work* during the above period of employment?

Yes

No

Employer 2

Employer/Supervisor name

Your position/title

Name of company

Employer Practitioner Number

From

To

Contact number

Street no. and name

Suburb

State

Postcode

What were your exact responsibilities/duties

Did you carry out plumbing work* during the above period of employment?

Yes

No

Please attach more pages if you have more than two employers since expiry.

***Plumbing work** means any work that falls within the scope of work as set out in the [Plumbing Regulations 2018](#) for the following classes of plumbing work and specialised plumbing work.

- Backflow prevention work
- Drainage work
- Fire Protection work
- Gasfitting work
- Irrigation (non-agricultural) work
- Mechanical Services work
- Refrigerated Air-Conditioning work
- Roofing (Stormwater) work
- Sanitary work
- Type A Appliance Conversion work
- Type A Appliance Servicing work
- Type B Gasfitting work
- Type B Gasfitting Advanced work
- Water Supply work



Part E

National Police Check

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, complete the declaration below.

I declare that I have completed a Cited police check, on date

Please note: If you do not utilise the Cited police check via the link above to complete your police check, you will be charged.

If you do not complete your police check, your application will be returned to you.

Part F

Declaration

	Yes	No
1. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence?		
2. Have you been convicted of an offence under any law regulating plumbing work or specialised plumbing work?		
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?		
4. Are you or have you ever been an insolvent under administration (i.e., undischarged, bankrupt, or a person who has entered into an arrangement/ agreement under the Bankruptcy Act 1966 or the equivalent in another jurisdiction)?		
5. Have you ever been convicted of an offence against:		
a) the Fair Trading Act 1985?		
b) the Fair Trading Act 1999?		
c) the Trade Practices Act 1974?		
d) the Australian Consumer Law (Victoria)?		
e) the Competition and Consumer Act 2010 (Cwlth)?		
6. Are you currently disqualified from acting as a licensed or registered plumber (or equivalent occupation that is regulated)?		

If you answered **Yes** to any of the above questions, 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 Probity'.



Part G

Insurance

Complete this section if you are applying to renew a licence. If you are applying to renew a licence, VBA will write to you and request you provide proof of insurance if it is satisfied your application should be granted.

Insurance details

Please provide a [Certificate of Currency](#) to VBA, which includes the following information:

- Includes the full name of the insured plumber seeking to be licensed (i.e., does not only provide a company name)
- Specifies the name of the insurer, the policy number, and the period of currency for the insurance (please note that plumbing licences can only be issued for the insured period)
- Include the notation:
 "This insurance complies with all of the requirements of the Ministerial Order, *Licensed Plumbers General Insurance Order*, dated 20th June 2002",
 or, in relation to Type B Gasfitting work,
 "This insurance complies with all of the requirements of the Ministerial Order, *Licensed Plumbers (Type B Gasfitting work) Insurance Order*, dated 20th June 2002".
 or, in relation to Private Plumbing work,
 "This insurance complies with all of the requirements of the Ministerial Order, *Licensed Plumbers (Private Plumbing work) Insurance Order*, dated 20th June 2002".
 Licensed Plumbers General Insurance Order (attached)
 Licensed Plumbers (Type B Gasfitting work) Insurance Order (attached)
 Licensed Plumber (Private Plumbing work) Insurance Order (attached)

Part H

Your Fee and Payment Method

Applying to renew...

\$423.90	Licence (\$84.10 late fee + \$339.80 renewal fee)
\$467.40	Registration (\$84.10 late fee + \$383.30 renewal fee)
\$220.00	Private Plumbing Work Licence (\$84.10 late fee + \$135.90 renewal fee)

Payment details

Please select your payment method and complete the details as requested.

Please Note: The VBA does not accept cash.

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

Credit Card:

Visa Mastercard Name of cardholder

Amount

Card number

Card expiry

/

Signature of cardholder

Date of signature



Part I

Photo Identification

You are required to provide a photo and supporting identification if your last photo was provided to us more than three years ago.

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** from 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

Statutory Declaration

I,

(full name of the applicant)

of,

(full residential address of the applicant)

Occupation*

Make the following Statutory Declaration under the ***Oaths and Affirmations Act 2018***:

1. The information contained in this application and all supporting documentation is true and correct and I undertake to immediately advise the Victorian Building Authority (in writing) of any change in circumstances which may be relevant to my registration or licence.
2. I give consent to the making of inquiries of, and the exchange of information with, the authorities of any State or Territory regarding my activities in the relevant occupation(s), or otherwise regarding matters relevant to this notice.
3. I declare that the contents of this Statutory Declaration are true and correct and I make it knowing that making a Statutory Declaration that I know to be untrue is an offence.
4. By signing this, declare that I have read and understood how VBA manages my personal information and VBAs Privacy policy.

Signed*

(signature of applicant)

Date*

Declared at*

(town in which the declaration was signed)

in the State of Victoria*

I am an authorised Statutory Declaration witness and I sign this document in the presence of the person making the declaration:

Signature of authorised Statutory Declaration Witness*

Full name and personal or professional address of the authorised Statutory Declaration witness*

Date*

Qualification of authorised Statutory Declaration witness*

The person making this Statutory Declaration must also make an oral declaration in the presence of the Statutory Declaration witness (unless the person has a disability that prevents them from doing so) by saying: I, [full name of person making declaration] of [address], declare that the contents of this Statutory Declaration are true and correct.

I confirm that reasonable modifications were used in preparing this Statutory Declaration and that the contents of this Statutory Declaration were read to the person making the Statutory Declaration in a way that was appropriate to the persons circumstances. *Delete if not applicable.*



Part K

Your 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.

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.