

SUSPENDED REGISTRATIONS

HERE'S WHAT YOU NEED TO DO

If your registration is currently in suspension due to not paying your annual fee and or providing proof of your required insurance, please fill out this form. If your registration is currently in suspension due to disciplinary action, do not fill in this form

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:** Fee
- Part C:** Proof of required insurance


i Remember:

- The information provided in an application must be true and correct. It is an offence under s246 of the *Building Act 1993* to give false or misleading information, and this offence carries a maximum penalty of 50 penalty units in the case of a natural person and 300 penalty units in the case of a body corporate. If you provide false or misleading information, we may refuse to renew your registration.


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 business address (this address will be listed in the public register once your application has been granted)

Your contact details:

Email address*

Mobile number*

Home phone number

Work phone number

Fax number

Part B

FEE

Please select the relevant fee to your registration type and category below.

If your registration is for an **INDIVIDUAL**, and:

Domestic Builder (Unlimited) or Domestic Builder (Manager) - \$460.00*

Commercial (Unlimited) or Domestic Builder (Limited) - \$368.00*

Commercial Builder (Limited), Project Manager (Domestic), Building Surveyor, Demolisher, Building Inspector, Draftsperson, Erector or Supervisor (Temporary Structures) or Quantity Surveyor - \$294.40*

If your registration is for a **COMPANY**, and:

Domestic Builder (Unlimited) or Domestic Builder (Manager) - \$644.00*

Commercial Builder (Unlimited) or Domestic Builder (Limited) - \$515.20*

Commercial Builder (Limited), Project Manager (Domestic), Building Surveyor, Demolisher, Building Inspector, Draftsperson, Erector or Supervisor (Temporary Structures) or Quantity Surveyor - \$412.20*

Note: The Domestic Builder (Manager) class of registration ceases on 30 June 2022, and fees are applicable until open permits are closed

*If you hold more than one current registration in the same category of building practitioner, you may be eligible for a discount. The VBA will apply any relevant discounts at the time of processing your application fee.

If you are unsure of your expiry date, check the public register on the [VBA website](#).

If the VBA determines that this is a subsequent registration, we will apply a discounted fee.

**! PLEASE COMPLETE THIS SECTION CAREFULLY.
YOUR APPLICATION WILL NOT BE GRANTED IF YOU DO NOT AUTHORISE THE CORRECT FEE.**

PAYMENT METHOD

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

Amount:

Card number:

Name of card holder:

Card expiry date:

 /

Signature of card holder

Date of signature

 / /

Part C

INSURANCE

Proof of Insurance

If you are registered in the category and class of **Domestic Builder (Unlimited)** or **Domestic Builder (Manager)** or **Domestic Builder (Limited)**:

- Attach written proof that you are eligible to purchase Domestic Building Insurance. The letter of eligibility must be issued **no more than four months before** the registration expiry date. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility

If you are registered in the category and class of **Commercial Builder (Limited)** or **Commercial Builder (Unlimited)**:

- You are not required to provide proof of insurance.

If you are registered in the category and class of **Demolisher (Low Rise Buildings)** or **Demolisher (Medium Rise Buildings)** or **Demolisher (Unlimited)** or **Erector** or **Supervisor (Temporary Structures)**:

- Attach written proof that you are covered by Public Liability insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of insurance.

The insurance must cover you for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer. Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your registration if you are no longer covered by the required insurance.

If you are registered **any other category and class of building practitioner**:

- Attach written proof that you are covered by Professional Indemnity insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

The insurance must cover you for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer. Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your registration if you are no longer covered by the required insurance.

! PLEASE COMPLETE THIS SECTION CAREFULLY. YOUR APPLICATION WILL NOT BE GRANTED IF YOUR PROOF OF INSURANCE / LETTER OF ELIGIBILITY IS OUT OF DATE OR DOES NOT MEET THE REQUIREMENTS SET OUT ON THIS PAGE.

Insurance Requirements

The insurance policy (or eligibility to purchase domestic building insurance) must comply with the *Building Act 1993* and the relevant Ministerial Order. Refer to the Ministerial Orders here on the VBA website to ensure you understand the requirements that the policy must meet.

Remember!

The policy must comply with the Ministerial Order. Amongst other requirements it must not exclude liability for loss or damage arising out of or concerning work as defined in the *Building Act 1993* in the state of Victoria.

The VBA may immediately suspend your registration if you cease to be covered by the required insurance.

If your policy is renewed before your annual fee and insurance check is due, please provide updated proof of your insurance cover to the VBA by email at buildingreg@vba.vic.gov.au.

Policy details

Director / Partner Sole trader

Policy Number

Entity that is insured

Insurance Provider

Commencement date of insurance

Expiry date of insurance

END OF FORM