

# SUSPENDED REGISTRATIONS

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

## ✓ 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, sign and print a hard copy 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

## 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 of 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



# 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) - \$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) - \$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\*

\*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:

## Part B *Continued*

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 (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](mailto: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

## 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](http://www.vba.vic.gov.au/legal/privacy).