

# Surrender of Building Practitioner Registration - Natural Person

Application Form

## How to apply

Save and complete this form on your computer. Do not handwrite.

## 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:**  
buildingreg@vba.vic.gov.au

**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



**What building practitioner registration(s) do you wish to surrender?**

Registration Category/Class

Registration Number

Registration Category/Class

Registration Number

Registration Category/Class

Registration Number

Select the reason for surrendering registration:

*Other (please specify):*

**Part B**

**What we need to know about your work practice**

Do you have any existing obligations such as ongoing building works, contracts or building permits that need to be finalised and/or handed over to another practitioner?

Yes

No

If **Yes**, please provide details of how you intend to manage each outstanding item.

Are you subject to any outstanding directions or orders issued under the *Building Act 1993* or the *Domestic Building Contracts Act 1995* to complete or fix building work?

Yes

No

If **Yes**, please provide details below.



Do you have any unresolved disputes before *Domestic Building Dispute Resolution Victoria*?

If **Yes**, please provide details below.

Yes

No

## Part C

### Proof of identity

To prove who you are to VBA, you need to submit a **certified photocopy** of:

Current VBA practitioner registration card

and **one** of the following:

Current Australian driver's licence

Current passport

Please attach certified photocopies (do not send originals) of the identification selected above.

## Part D

### Your signature

I understand that once I surrender my registration, the surrender cannot be revoked. Should I wish to obtain registration in the future, I will have to submit a new application, pay the applicable fees and meet all registration requirements at the time.

I understand the Authority may withhold its consent to surrender my registration if it is satisfied that my reasons to avoid disciplinary action or any other responsibilities and obligations under the *Building Act 1993*.

I declare that the information contained in this application, including attachments, is true and correct.

Signature of applicant

Date of signature

It is an offence under s246 of the Building Act 1993 to give false or misleading information in relation to this application to surrender registration. This offence carries a maximum penalty of 120 penalty units.



## 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).