

# SURRENDER OF BUILDING PRACTITIONER REGISTRATION

## HERE'S WHAT YOU NEED TO DO

**SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.**

## 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 3008

## Privacy – Collection Notice

### HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

The VBA is committed to protecting the privacy of your personal information in accordance with the *Privacy and Data Protection Act 2014* and the VBA Privacy Statement. We will use the personal information, including any images or photographs, collected via this Application Form to process your application for registration. We may also use it for ongoing purposes, such as:

- ▶ purposes related to our research, planning, product and service development, security and testing
- ▶ purposes connected with the operation, administration, development or enhancement of forms and the VBA website
- ▶ prosecution or disciplinary action when we suspect that fraud or unlawful activity has been, is being or may be engaged in
- ▶ other purposes as required or authorised by law
- ▶ production and administration of practitioner identification cards
- ▶ administration of statutory building and plumbing industry registers, which includes publication of those registers on the VBA website.

We may share personal information within the VBA and with third parties. The types of third party to whom we may disclose your personal information include the Building Appeals Board, Domestic Building Dispute Resolution Victoria, Consumer Affairs Victoria and our contracted service providers that help deliver our services (which may include organisations that provide archival, auditing, professional advisory, banking, mailhouse, delivery, call centre, information technology, research, utility and security services). We may also disclose your personal information to your authorised representatives or third parties acting on your behalf (for example, your solicitor or interpreter).

The full VBA Privacy Statement is available at [www.vba.vic.gov.au/privacy](http://www.vba.vic.gov.au/privacy). By submitting your application to the VBA, you are deemed to have acknowledged and consented to the terms of this Notice.

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 surname\* (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)

### 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 your reason for surrendering registration:

 Retirement;  Ill health;  Change in profession; 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 prove details of how you intend to manage this 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 currently have any unresolved disputes before *Domestic Building Dispute Resolution Victoria*?

Yes  No

✔ If **YES**, please provide details below.

## Part C

### PROOF OF IDENTITY



To prove who you are to the Victorian Building Authority you need to submit a certified copy of:

Current VBA practitioner registration card

and one of the following:

Current Australian driver's licence

Current passport

Please attach a **certified copy** (do not send originals) of the identification selected above

## 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 form, 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 are to avoid disciplinary action or other responsibilities and obligations under the *Building Act 1993*.
- I declare that the information contained in this application, including attachments, is true and correct.

Name

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Signature

*(must be a handwritten signature)*

It is an offence under section 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.

**END OF APPLICATION FORM**