

Alignment of Expiry Dates of Registration

If you have multiple registrations with the Victorian Building Authority and wish to align the dates of their expiry, please complete this form.

First Name

Last Name

Date of Birth

 / /

Email Address

Please list all your registration numbers you wish to align and their respective expiry dates. Then tick your preferred expiry date or nominate a new expiry date in the area provided. Please note, a registration period cannot exceed 5 years, which means we may not be able to align to your preferred date. In this situation we will contact you to discuss other options.

[The VBA will send a confirmation in writing once your expiry dates have been aligned.](#)

Registration Number

Expiry Date

Please tick your
preferred expiry
date

 / / / / / / / /

Please provide an alternative expiry date

*Eg. You may wish to align with your
company registration expiry date*

 / /

If you have more registrations, please print out and attach additional copies of this page to your form

I acknowledge that once I have submitted this form to the VBA, my expiry dates may be aligned to my preferred expiry date ticked above if possible.

I acknowledge that once my expiry date(s) have been aligned, I must renew my registration(s) before the new expiry date to prevent the registrations from expiring.

Your signature

Date Signed

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Privacy collection notice

How the VBA uses and discloses your personal information

The Victorian Building Authority (VBA) is collecting your personal information to process your notification. If you do not provide all or any part of the information requested in this form, the VBA may be unable to process your notification. 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.