

# Change of Plumbing Accreditation

## 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:** Insurance (only required if renewing a licence)
- Part C:** Declaration
- Part D:** Fees and payment method
- Part E:** Photo identification form (use certified photocopies **not originals**)
- Part F:** Your signature

Remember, every supporting document that you submit with this application for **Part E** must be certified as a true copy of an original. [See who can certify your documents.](#)

## 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

### By email:

plumbingreg@vba.vic.gov.au

### 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 Practitioner Number\*

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 contact details:**

Email address\*

Mobile number\*

Home phone number

Work phone number

**WHAT ACCREDITATION ARE YOU SEEKING TO CHANGE TO?**

- Change from Registration to Licence
- Change from Registration to Private Plumbing Licence
- Change from Licence to Registration
- Change from Reduced Fee to Registration
- Change from Reduced Fee to Licence
- Change from Registration or Licence to Reduced Fee  
*(please select one of the options below to be eligible for Reduced Fee)*



## Part B

### INSURANCE

Please note that insurance details are only required if you wish to apply for a licence.

Please attach a copy of your current Certificate of Currency issued by your insurer in accordance with the Gazetted Ministerial Order, and specify the type of insurance below.

Type of insurance:

General  Type B and General  Private Plumbing

I have included a copy of my Certificate of Currency.

**OR**

I have arranged for a copy of my Certificate of Currency to be forwarded to the VBA at [plumbingreg@vba.vic.gov.au](mailto:plumbingreg@vba.vic.gov.au).

# Part C

## DECLARATION

**⚠** Please provide an explanation even if the conviction, suspension, cancellation, insolvency or disqualification occurred outside Victoria. If you do not provide sufficient detail the VBA will request further information from you. This will increase the processing time of your application.

1. Have you, since you were last registered or licensed in Victoria, been convicted of any offence involving fraud, dishonesty, drug trafficking, or violence that was punishable by imprisonment for six months or more? Yes  No
  
2. Have you, since you were last registered or licensed in Victoria, been convicted of an offence under any law regulating plumbing work or specialised plumbing work? Yes  No
  
3. Have you, since you were last registered or licensed in Victoria, had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled for any jurisdiction for any reason other than failure to renew that authorisation? Yes  No
  
4. Have you, since you were last registered or licensed in Victoria, become insolvent under administration? Yes  No
  
5. Have you, since you were last registered or licensed, been convicted of an offence against:
  - (a) the *Fair Trading Act 1985*? Yes  No
  - (b) the *Fair Trading Act 1999*? Yes  No
  - (c) the *Trade Practices Act 1974*? Yes  No
  - (d) the Australian Consumer Law (Victoria)? Yes  No
  - (e) the *Competition and Consumer Act 2010* (Cwlth)? Yes  No
  
6. Are you currently disqualified by an order of any regulatory body from an acting as a licensed or registered plumber by an order of any regulatory body) regardless of whether this occurred in Victoria or elsewhere? Yes  No

**✔ If YES for any of the above questions, please answer the following questions.**

What were the offences or breaches that resulted in the conviction, suspension, cancellation, insolvency or disqualification?



## Part C *Continued*

When did the event occur?

In which state or territory did the event occur?

What were the circumstances leading to the conviction, suspension, cancellation, insolvency or disqualification?

What penalty did you receive?

What have you done to prevent the event that resulted in the conviction, suspension, cancellation, insolvency or disqualification from occurring again?



## Part D

### FEES AND PAYMENT METHOD

Below are a list of the relevant fees for each accreditation. Please select the relevant fee to the accreditation you wish to apply to change to.

Late renewal fee	\$84.10
Registration fee - 1 Year	\$127.80
Registration fee - 2 Years	\$255.60
Registration fee - 3 Years	\$383.30
Licence fee (1 year period)	\$339.80
11 month Licence fee	\$311.50
10 month Licence fee	\$283.20
9 month Licence fee	\$254.80
8 month Licence fee	\$226.50
7 month Licence fee	\$198.20
6 month Licence fee	\$169.90
5 month Licence fee	\$141.60
4 month Licence fee	\$113.30
3 month Licence fee	\$84.90
2 month Licence fee	\$56.60
1 month Licence fee	\$28.30
Reduced Registration fee - 3 years	\$127.70
Private Plumbing Work Licence fee (1 year period)	\$135.90

Please pay the appropriate fee(s) as outlined above, if you are unsure of the required fees visit the VBA website for more information.

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



## Part D *Continued*

### CREDIT CARD PAYMENT DETAILS

Card type:

Visa     Mastercard

Amount:

Card number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of card holder:

Card expiry date

Signature of card holder

Date of signature



## Part E

### PHOTO IDENTIFICATION FORM

Complete and submit this form with your application if:

- you are not currently registered or licensed as a plumbing practitioner in Victoria

OR

- you are currently registered or licensed as a plumbing practitioner in Victoria, and your last photo provided to the Victorian Building Authority (VBA) was more than three years ago.

If the VBA grants your application, we will issue you with an identification card showing your name, your photograph and the classes or specialised classes of plumbing work that you are authorised to perform.

#### Your details

First name

Last name

Your date of birth

#### Photo requirements

You must provide a photo of yourself with your application.

- Print your name on the back of the photo.
- Affix the photo in the space below with double sided tape. Do not place any tape on the front of the photo.





## Part E *Continued*

The photo must be:

- in colour
- less than six months old
- 4.5–5 cm in height and 3.5–4 cm in width
- without a border
- good quality gloss print on photo paper.



In the photo, you must:

- be in sharp focus
- have a plain, light-coloured background
- be uniformly lit (no shadows or reflections)
- look directly at the camera
- not have hair or garments covering your face
- have a neutral expression (not laughing, smiling or frowning)

## VERIFY YOUR IDENTITY

You are required to verify your identity as part of your application process. To do this, you will need to provide two identity documents from the appropriate categories (see Evidence of Identity Documents below).

All identity documents provided to the VBA must be certified photocopies. A certified photocopy is a photocopy of an original document that has been verified as being a true copy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

## Evidence of Identity Documents

To verify your identity, you must provide **certified photocopies** of the following:

- One document from Category A; and
- one document from Category B.

**At least one of the identity documents provided must contain your photograph.**

If your identity documentation is under different names, you will need to provide one document from the Difference in Name Documentation section.



Identity Documents - please provide:	Tick if document provided
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**Category A** *(one document)*

Australian photo driver's licence or learner permit photo card	<input type="checkbox"/>
Australian Passport	<input type="checkbox"/>
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	<input type="checkbox"/>
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not accepted)	<input type="checkbox"/>
Immicard issued by the Department of Home Affairs	<input type="checkbox"/>
Australian Naturalisation or Citizenship Certificate	<input type="checkbox"/>
Victorian marine licence photo card	<input type="checkbox"/>
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	<input type="checkbox"/>

**Category B** *(one document)*

Medicare card	<input type="checkbox"/>
Bank card	<input type="checkbox"/>
Working with Children's Check card	<input type="checkbox"/>
Australian Proof of Age card	<input type="checkbox"/>
Australian Keypass card	<input type="checkbox"/>
Australian Defence Force photo identity card (excluding civilian staff)	<input type="checkbox"/>
Department of Veterans Affairs card	<input type="checkbox"/>
Pensioner Concession card	<input type="checkbox"/>

**Difference in name documentation**

Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	<input type="checkbox"/>
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia.	<input type="checkbox"/>

For office use only

Application reference number	Practitioner identification number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>



## Part F

### YOUR SIGNATURE

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

Signature of applicant

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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It is an offence under section 221V of the *Building Act 1993* to give false or misleading information in relation to an application for registration. This offence carries a maximum penalty of 50 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).