


# SURRENDER OF COMPANY REGISTRATION

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


## How to submit this application

Please fill out this 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 YOUR COMPANY

Company name

Company trading name

Australian Company Number (ACN)

Email address

Registered business address

Suburb

State or territory

Postcode

Postal address (if different from registered business address)

Suburb

State or territory

Postcode

### What building practitioner registration(s) does your company wish to surrender?

Registration Category/Class

Registration Number

Registration Category/Class

Registration Number

Registration Category/Class

Registration Number

Please specify the reason for surrendering this registration below:

Nominee directors (full name)

If you require more space  
please print out additional  
copies of this page

## Part B

### WHAT WE NEED TO KNOW ABOUT THE COMPANY'S WORK PRACTICE

Please let us know about your company's current work practice and how you intend to manage this once your company's application for surrender has been granted by the VBA.

For example:

- Are there any existing obligations in the name of the company, such as ongoing building works, contracts or building permits that need to be finalised and/or handed over to another company or building practitioner?
- Is the company 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?
- Does the company currently have any unresolved disputes before Domestic Building Dispute Resolution Victoria?

## Part C

### PROOF OF IDENTITY

To prove identification of the company to the Victorian Building Authority you need to submit a certified copy of:

Current VBA practitioner registration certificate

and **one** of the following from a nominee director of the company:

Current Australian driver's licence

Current passport

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



## NOMINEE DIRECTOR'S SIGNATURE

- I am authorised to apply for surrender of registration on behalf of this company.
- I understand that once the VBA consents to the surrender of registration, the surrender cannot be revoked. Should the company wish to obtain registration in the future, it will have to submit a new application form, pay the applicable fees and meet all registration requirements at the time.
- I understand the VBA may withhold its consent to surrender the company's registration if it is satisfied that the company's 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 of a Nominee Director

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Signature of the above Nominee Director

*(must be a handwritten signature)*

It is an offence under s246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 60 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 your application.

**END OF FORM**