

CHANGE OF DIRECTOR

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

Complete this form if your company has a director being added or removed (*this includes if a director has died, has resigned as director, has been removed as a director or has been disqualified as a director*). If you are adding directors to the company that hold VBA registration, and you would like these registration types to be added to your company, you will need to lodge a new Company Registration application form in addition to this Change of Director form.

Checklist

Please tick once you have completed these sections of the form:

- ☐ **Part A:** What we need to know about the company
- ☐ **Part B:** If you wish to add a director to your company
- ☐ **Part C:** If you wish to remove a director from your company
- ☐ **Part D:** Director signature

Note: The information provided in an application must be true and correct. 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.

How to submit your form:

By mail:

Victorian Building Authority GPO Box 536 Melbourne VIC 3001

Or in person at the VBA:

Goods Shed North
733 Bourke Street Docklands VIC 3008

Or via email:

buildingreg@vba.vic.gov.au



Part A

WHAT WE NEED TO KNOW ABOUT THE COMPANY

Company name

Australian Company Number (ACN)

Email

Registered business address

Suburb

State or territory

Postcode

Postal address (if different from registered business address)

Suburb

State or territory

Postcode

Company registration number

Part B

IF YOU WISH TO ADD A DIRECTOR TO YOUR COMPANY

1. New Director

Full name

Email address

Date of Birth

 / /

Contact number

Postal address

Suburb

Postcode

State/Territory

Registered as a building practitioner in Victoria?

Yes ☐ No ☐

Category/Class of registration

Individual registration number

Category/Class of registration

Individual registration number

Category/Class of registration

Individual registration number

2. New Director

Full name

Email address

Date of Birth

 / /

Contact number

Postal address

Suburb

Postcode

State/Territory

Registered as a building practitioner in Victoria?

Yes ☐ No ☐

Category/Class of registration

Individual registration number

Category/Class of registration

Individual registration number

Category/Class of registration

Individual registration number

i If the company has more directors to change, print out as many additional copies of this page as are required to detail each director and attach them to this form.



Part C

IF YOU WISH TO REMOVE A DIRECTOR FROM YOUR COMPANY

Please complete the below section

1. Director to be removed

Full name

Position held within the company

Registered as a building practitioner in Victoria?

Yes ☐ No ☐

Postal address

Suburb

Postcode

State/Territory

2. Director to be removed

Full name

Position held within the company

Registered as a building practitioner in Victoria?

Yes ☐ No ☐

Postal address

Suburb

Postcode

State/Territory

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What is the reason for change in director?

- | | |
|--|---|
| <input type="checkbox"/> death of director | <input type="checkbox"/> removal of director |
| <input type="checkbox"/> resignation of director | <input type="checkbox"/> disqualification of director |

Does this company have another nominee director who holds the same registration as the nominee director leaving the company?

Yes ☐ No ☐

If **NO**, do you intend on employing a director with this same category/class of registration to become a nominee director?

Yes ☐ No ☐

If NO, please note, under section 169G (1) of the *Building Act 1993* a body corporate must not carry out work, or undertake to carry out work, as a registered building practitioner unless the body corporate has at least one nominee director who complies with the relevant requirements of section 171B / registration.



Part D

DIRECTOR SIGNATURE

This section must be signed by any director of the company, who holds appropriate delegation or authorisation to make this request on behalf of the company.

I am authorised to apply for registration on behalf of this company

I acknowledge that it is an offence to make any false or misleading statement or provide any false or misleading information to the Victorian Building Authority in relation to this application (s246 of the Building Act 1993)

Name of the director of the company

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Signature of director

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.