

Plumbing Accreditation - Restricted Classes of Fire Protection

Application Form

Reminder checklist

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

- Part A:** About You (the applicant)
- Part B:** What Plumbing Class(es) Are You Applying For?
- Part C:** Other Licenses and/or Registrations
- Part D:** Let Us Know Your Qualifications
- Part E:** Employment History
- Part F:** Declaration
- Part G:** Attachments
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- Part I:** Your Fee and Payment Method
- Part H:** Photo Identification

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

How to submit your application

Please fill out your application, sign and submit your application.

By mail:

Victorian Building Authority
GPO Box 536
Melbourne VIC 3001

By email:

plumbingreg@vba.vic.gov.au
Applications submitted via email should be in .pdf format (all pages in a single document), and not .jpeg, .png or individual pages.

Or in person at the VBA:

Goods Shed North
733 Bourke Street
Docklands VIC 3008

Part A

About You (the applicant)

Title:*

Mr Mrs Ms Miss Other

* Information you must supply

First name*

Middle name

Surname*

Date of birth*

Your contact details

Email*

Mobile number*

Home telephone number



Your residential address (must not be a post office box)

Street no. and name* Suburb* State* Postcode*

Your postal address (if different from residential address)

Street no. and name Suburb State Postcode

Who do you work for

Do you carry out routine servicing of fire protection equipment for the Country Fire Authority (CFA)?

Yes No

CFA member ID number

Do you carry out work for the CFA as a volunteer?

Yes No

Do you carry out the routine servicing of fire protection equipment for the Fire Rescue Victoria (FRV)?

Yes No

FES tech number

Do you carry out the routine servicing of fire protection equipment as a contractor or employee other than for the CFA or FRV.

Yes No

Part B

What Plumbing Class(es) Are You Applying For?

Select the class(es) of plumbing work you are applying for:

- Fire Protection restricted to the routine servicing of fire hose reels
- Fire Protection restricted to the routine servicing of unpumped hydrants and valves
- Fire Protection restricted to the routine servicing of pumped hydrants and valves
- Fire Protection restricted to the routine servicing of sprinkler systems

Select the accreditation type you are applying for in **routine servicing of fire hose reels**

Registration Licence

Select the accreditation type you are applying for in **routine servicing of unpumped hydrants and valves**

Registration Licence

Select the accreditation type you are applying for in **routine servicing of pumped hydrants and valves**

Registration Licence





Select the accreditation type you are applying for in **routine servicing of sprinkler systems**

Registration Licence

Part C

Other Licenses and/or Registrations

Are you currently registered or licensed in Victoria to carry out any class of plumbing work? Yes No

If yes, please enter your registration/licence number

Are you currently, or have you ever been authorised to performing plumbing work outside of Victoria? Yes No

If **YES** to the above question, please provide the following details below:

Licence/Registration Type	Regulator	Issue No.	Expiry Date <i>dd/mm/yyyy</i>	Copy
<i>Plumber, Occupational Licence</i>	<i>Queensland Building and Construction Commission</i>	<i>LIC12345</i>	<i>12/12/2025</i>	

Please attach a **certified photocopy** of each licence, registration or authorisation.

Part D

Let Us Know Your Qualifications

You must provide certified photocopies of the required competency units that you successfully completed for each class you are applying for. You can find the competency units on a statement of attainment issued by a Registered Training Organisation (RTO).

It is not mandatory for you to attach a copy of your Common Licence Competency Units if you have not completed these units. You will be invited to sit VBA's examinations of these units once your application has been submitted.

Routine Servicing of Fire Hose Reels - Units Required for Registration

CPPCMN2002A - Participate in workplace safety arrangements

CPPFES2006A - Prepare for installation and servicing operations

CPPFES2010A - Inspect and test fire hose reels

CPPFES2004A - Identify types of installed fire safety equipment; or a training course approved by VBA that delivers know in accurate identification of fire equipment and their function



Routine Servicing of Unpumped Hydrants & Valves - Units Required for Registration

- CPPCMN2002A** - Participate in workplace safety arrangements
- CPPCMN2004A** - Identifying types of installed fire safety equipment
- CPPFES2006A** - Prepare for installation and servicing operations
- CPPFES2037A** - Inspect and test fire hydrant systems
- CPPFES3043A** - Conduct functional water flow testing; or a training course approved by VBA that delivers knowledge in conducting the water supply proving test on fire hydrant systems

Routine Servicing of Pumped Hydrants & Valves - Units Required for Registration

- CPPCMN2002A** - Participate in workplace safety arrangements
- CPPCMN2004A** - Identifying types of installed fire safety equipment
- CPPFES2006A** - Prepare for installation and servicing operations
- CPPFES2037A** - Inspect and test fire hydrant systems
- CPPFES2041A** - Inspect and test fire pumpsets
- CPPFES3043A** - Conduct functional water flow testing; or a training course approved by VBA that delivers knowledge in conducting the water supply proving test on fire hydrant systems

Routine Servicing of Fire Sprinkler Systems - Units Required for Registration

- CPPCMN2002A** - Participate in workplace safety arrangements
- CPPCMN2004A** - Identifying types of installed fire safety equipment
- CPPFES2006A** - Prepare for installation and servicing operations
- CPPFES2037A** - Inspect and test fire hydrant systems
- CPPFES2041A** - Inspect and test fire pumpsets
- CPPFES3040A** - Conduct basic functional testing of water-based fire suppression systems

Common Licence Competency Units (only required if applying for licence)

- BSBSMB401A** - Establish legal and risk management requires of small business
- CPCPCM4011A** - Carry out work based risk control processes
- CPCPCM4012A** - Estimate and cost work

Have you completed the required VBA approved examination?

No Yes

Do you hold a Certificate III in Fire Protection

No Yes (If yes, attach a certified photocopy of your qualification)

Do you hold any other accreditation in Fire Protection?

No Yes

Part E
Employment History

Employer 1

Employer/Supervisor name

Your position/title

Name of company

Employer Practitioner Number





From To Contact number

Street no. and name Suburb State Postcode

Employer 2

Employer/Supervisor name Your position/title

Name of company Employer Practitioner Number

From To Contact number

Street no. and name Suburb State Postcode

If you require more room, please attach an additional page

**Part F
Declaration**

	Yes	No
1. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence?		
2. Have you been convicted of an offence under any law regulating plumbing work or specialised plumbing work?		
3. Have you had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled for any reason other than failure to renew that authorisation?		
4. Are you or have you ever been an insolvent under administration (i.e., undischarged, bankrupt, or a person who has entered into an arrangement/ agreement under the Bankruptcy Act 1966 or the equivalent in another jurisdiction)?		
5. Have you ever been convicted of an offence against:		
a) the Fair Trading Act 1985?		
b) the Fair Trading Act 1999?		
c) the Trade Practices Act 1974?		
d) the Australian Consumer Law (Victoria)?		
e) the Competition and Consumer Act 2010 (Cwlth)?		





	Yes	No
6. Are you currently disqualified from acting as a licensed or registered plumber (or equivalent occupation that is regulated)?		

If you answered **YES** to any of the above questions, please provide details here:

- 1) What were the offences or breaches?

- 2) When did the event occur?

- 3) In which State or Territory did the event occur?

- 4) What were the circumstances of the event?

- 5) What penalty did you receive?

- 6) What have you done to prevent the event from occurring again?

If you require more room, please attach an additional page under the heading 'Personal Probity'.



Part G Attachments

You must complete the following attachments and submit with your application.

- Technical Referee Report
- Log Book

Part H Your Signature

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.

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

I consent to the VBA disclosing any information provided in support of this application, including additional information provided prior to the determination of this application, for the purpose of verifying that information.

By signing this, I declare that I have read and understood how the VBA manages my personal information and the [VBA's Privacy Collection notice](#), as stipulated on the final page of this document.

Signature

Date of signature

Part I Application Fee and Payment Method

The fee to lodge your application is **\$61.10**. If your application is granted, you will also need to pay the appropriate accreditation fee, which is **\$383.30** for Registration and **\$339.80** for Licence. If you are already registered or licensed in another class of plumbing work, you will only have to pay the application fee.

Payment details

Please select your payment method and complete the details as requested.

Please Note: The VBA does not accept cash.

Money order *Please make cheques and money orders payable to: Victorian Building Authority*

Credit Card:

Visa
 Mastercard
 Name of cardholder

Amount

Card number

Card expiry

/

Signature of cardholder

Date of signature



Part I

Photo Identification

You are required to provide a photo and supporting identification with your application if you are not currently registered or licensed as a plumbing practitioner in Victoria or your last photo was provided to us more than three years ago.

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

Print your name on the back

Affix photo in the space below with double sided tape

Do not place any tape or staples on the front of the photo

The photo must be:

- In colour
- Less than six months old
- 4.5–5cm in height and 3.5–4cm in width without a border
- Good quality gloss prints 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 photocopy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

To verify your identity, you must provide **certified photocopies** from 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
Category A (one document)	
Australian photo driver's licence or learner permit photo card	
Australian Passport	
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not accepted)	
Immicard issued by the Department of Home Affairs	
Australian Naturalisation or Citizenship Certificate	
Victorian marine licence photo card	
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	
Category B (one document)	
Medicare card	
Bank card	
Working with Children's Check card	
Australian Proof of Age card	
Australian Keypass card	
Australian Defence Force photo identity card (excluding civilian staff)	
Department of Veterans Affairs card	
Pensioner Concession card	
Difference in name documentation	
Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia.	



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.