

Notification for Automatic Deemed Registration

Building Practitioner

Application Form

Checklist

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

Part A: About You (the notifying practitioner)

Part B: Licences and Registrations

Part C: Declaration

Part D: Proof of Insurance

Part E: Statutory Declaration

You must provide all required information, otherwise VBA will contact you and advise you to re-submit your notification with the required information.

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

In person at the VBA:

Goods Shed North
733 Bourke Street
Docklands VIC 3008

By email:

buildingreg@vba.vic.gov.au

Part A

About You (the notifying practitioner)

Title:*

Mr

Mrs

Ms

Miss

Other

* Information you must supply

First name*

Middle name

Surname*

Date of birth*

Email*

Mobile number*

Home telephone number

Business telephone number



Accredited occupation 2:

Licence/registration type

Licence/registration number

Date first issued

Date of expiry

State or Territory

Is your licence/registration subject to any conditions?

I have attached a certified photocopy of this licence/registration

If you require more room, please attach an additional page

**Part C
Declaration**

	Yes	No
1. Are you subject to any disciplinary, civil or criminal action (including investigations) in any State or Territory in relation to the occupation(s) that is the subject of this notification?		
2. Are you subject to any conditions in any State or Territory in relation to the occupation(s) that is the subject of this notification due to disciplinary, civil or criminal action?		
3. Is your occupational licence/registration cancelled or suspended in any State or Territory (including interim deemed registration or automatic deemed registration) due to disciplinary action?		
4. Are you otherwise prohibited in any way from carrying out the occupation(s) that are the subject of this notice in any State or Territory?		
5. Have you been refused licence/registration in any State or Territory for an occupation that covers the activity that is subject of this notification?		



Part D

Proof of Insurance

There are specific insurance requirements for building practitioners operating in Victoria. The insurance you provide must comply with the Building Practitioners Insurance Ministerial Order (Ministerial Order) and insurance must be provided if required this order.

The Ministerial Order can be found [here](#) on the VBA website.

To find out which insurance you need to hold in Victoria, please visit [Understanding Your Insurance Requirements for Mutual Recognition and Automatic Deemed Registration](#). This tool will allow you to enter your interstate accreditation details and provide guidance about insurance you will need to hold in Victoria.

It is an offence to work as a building practitioner in Victoria and not be covered by the required insurance.

Insurance details

Type of insurance required

- Eligibility for Domestic Building Insurance
- Professional Indemnity Insurance
- Public Liability Insurance

Policy number

Name of insured

State covered by this insurance

Dates of your policy

From

To

Insurance provider



Part E
Statutory Declaration

I,
(full name of the notifying practitioner)

of
(full residential address of the notifying practitioner)
Occupation

Make the following Statutory Declaration under the *Oaths and Affirmations Act 2018*:

1. The information contained in this application and all supporting documentation is true and correct and I undertake to immediately advise the Victorian Building Authority (in writing) of any change in circumstances which may be relevant to my registration.
2. I declare the contents of this Statutory Declaration are true and correct and I make it knowing that making a Statutory Declaration that I know to be untrue is an offence.

Signed

Declared at *In the State of Victoria
(town in which the declaration was signed)

Date

I am an authorised Statutory Declaration witness and I sign this document in the presence of the person making the declaration.

(signature of authorised Statutory Declaration witness)

Full name and personal or professional address of authorised Statutory Declaration witness

Date

Qualification of authorised Statutory Declaration witness

The person making the Statutory Declaration must also make an oral declaration in the presence of the Statutory Declaration witness (unless the person has a disability that prevents the person from doing so) by saying: I, [full name of person making declaration] of [address], declare that the contents of this Statutory Declaration are true and correct.



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.

Evidence of Place of Residence Requirements

- Licensed Plumbers General Insurance Order
- Copies of two recent bills issued at the address
 - Utility bill (telephone, gas or electricity)
 - Council, water rates or land valuation notice
 - Drivers licence renewal notice
- A current residential tenancy agreement (up to one year old)
- A recent letter from a government service provider (such as Centrelink or the Department of Health & Human Services)
- A recent statement from a bank, building society or credit union
- A recent notice of assessment from the ATO
- Evidence of the individuals electoral enrolment
- An insurance policy notice