

# Instructions



## Amend a lodged Compliance Certificate

To **Amend** a **Compliance Certificate**:

1. Hover your mouse over the **Plumbing** menu and click onto **Compliance Certificates**.

You will be taken to the **Plumbing Home** page

Home > Plumbing > Compliance Certificates

[New Compliance Certificate](#) [Transfer Certificates](#) [Download Statement](#)

Certificate Number:  Certificate Status:

Purchased From Date:  Purchased To Date:

Site Address:  Chassis Number:

[Search](#) [Clear](#)

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10000997	7477	Lodged	17-07-2017	19-07-2017	10 BENDIGO ST COLLINGWOOD VIC 3066			<a href="#">Download Certificate</a>
10000898	7378	Lodged	30-06-2017	30-06-2017	40 FARMER ST RICHMOND VIC 3121			<a href="#">Download Certificate</a>

2. Click on a **Certificate No** to open the Certificate's details

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10000997	7477	Lodged	17-07-2017	19-07-2017	10 BENDIGO ST COLLINGWOOD VIC 3066			<a href="#">Download Certificate</a>
10000898	7378	Lodged	30-06-2017	30-06-2017	40 FARMER ST RICHMOND VIC 3121			<a href="#">Download Certificate</a>

When the form opens, the below information is shown to the user

**Compliance Certificate** [Cancel](#)

Amending any details to this Compliance Certificate will create a new version with a new lodgement date.  
In addition, the amendments should relate to the original work carried out.

3. Populate or amend the form details as required. It will be very similar to lodging a Compliance Certificate. If you do not wish to make any changes, simply click onto the **Cancel** button at the top right hand corner of the form to return back to the **Plumbing** home page
4. Ensure you have chosen the correct option for the **Practitioner Declaration**

Practitioner declaration \*

- The plumbing work was carried out by me or under my supervision  
 I have inspected and tested the work started by another licensed practitioner. Any necessary further work was carried out by me or under my supervision

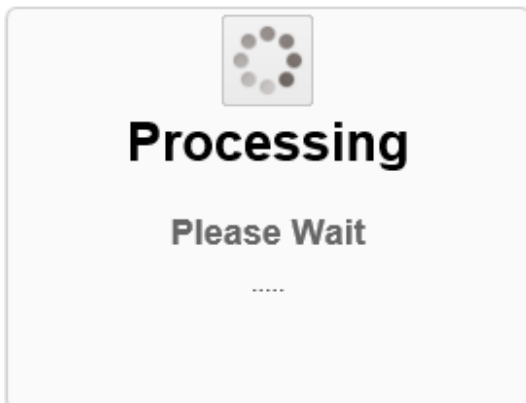
5. Tick the appropriate boxes in the **I confirm** section

I confirm: \*

- The above compliance certificate details are correct and ready to be lodged with the VBA
- I provide this compliance certificate in accordance with 221ZH(2)(a) of the Building Act 1993 initiating the status of a signed document

6. To **lodge** your amended Certificate, press **Lodge** to submit your changes

You may see a processing message appear, please wait for the process to complete



You will see the **Compliance Certificate Lodged** screen

#### Compliance certificate lodged

1 File ([Download All](#))

- [10000997 v2 - ComplianceCertificate \(pdf\)](#)

#### Your compliance certificate has been lodged.

Thank you for lodging your Compliance Certificate with the VBA. A copy is available at the link above for you to download and issue to your consumer. You will also receive a confirmation email with the PDF attached.

Please ensure a copy of the Compliance Certificate is issued to the consumer within 5 days of the work completion date lodged with the VBA.

7. To **download** your newly amended **Compliance Certificate**, click onto the **Compliance Certificate** link and save it to your computer

1 File ([Download All](#))

- [10000997 v2 - ComplianceCertificate \(pdf\)](#) ← **Click here to download the Compliance Certificate**

**Note that you will only be able to download the latest version and each time you amend the document, the version number will go up by one**