

# REQUEST FOR A DUPLICATE BUILDING PRACTITIONER CERTIFICATE FOR COMPANY REGISTRATION

## HERE'S WHAT YOU NEED TO DO

### **PLEASE COMPLETE AND SUBMIT THIS FORM IF YOU REQUIRE A DUPLICATE BUILDING PRACTITIONER REGISTRATION CERTIFICATE AND / OR ID CARD.**

The VBA can issue a replacement certificate and / or ID card if you:

- pay the required fee, and
- the VBA is satisfied that the certificate has been lost, damaged or destroyed.

## Privacy – Collection Notice

### HOW THE VBA USES AND DISCLOSES YOUR PERSONAL INFORMATION

The Victorian Building Authority (ABN 78 790 711 883) is a body corporate established under the *Building Act 1993 (Vic)* (VBA). The VBA's contact information is as follows:

Address: Goods Shed North, 733 Bourke Street, Docklands Vic 3008.

Telephone: 1300 815 127

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's Privacy and Privacy Statement as amended from time to time.

The personal information you provide to the VBA, including any images or photographs and any and all details provided in this Application Form, will be used by the VBA to process your request. If you do not provide all or any part of the information requested in this Application Form, the VBA may be unable to process and subsequently grant your request.

The VBA may also use such information for the following purposes:

- (a) Research, planning, to meet the VBA's operational requirements, 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).
- (b) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (c) The production and administration of building and plumbing practitioners' identification cards.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) To enable the VBA to meet its statutory obligations or functions.
- (f) 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 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, your solicitor or interpreter) with your prior written consent.


You can request access to the personal information which 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 Privacy Statement are available at [www.vba.vic.gov.au/privacy](http://www.vba.vic.gov.au/privacy). By submitting your request to the VBA, you are deemed to have acknowledged and consented to the VBA using and disclosing your personal information as set out in this Notice.


# How to submit this form

Please fill out your request form electronically, then print and sign a hard copy.

Submit a hard copy of your request 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

## Part A

### WHAT WE NEED TO KNOW ABOUT THE COMPANY

Company name

Company trading name

Australian Company Number (ACN)

Registered business address

Suburb

State or territory

Postcode

Postal address (if different from registered business address)

Suburb

State or territory

Postcode

Email

Contact Phone Number

Please tick the reason you need a duplicate certificate.

damaged original     destroyed original     lost original

Please select your payment method:

credit card     cheque     money order

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

Continued on following page



- Fee for a **new registration certificate**: \$40.70
- Fee for a **new ID card**: \$40.70
- Fee for **both** ID card and registration certificate: \$40.70

**Note:** The VBA does not accept cash.

### CREDIT CARD PAYMENT DETAILS

Card type:

- Visa
- Mastercard

Amount:

\$40.70

Card number:

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Name of card holder:

Card expiry date:

D	D	/	M	M
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Signature of card holder

(must be a handwritten signature)

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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