

# DRAFTSPERSON REGISTRATION

## HERE'S WHAT YOU NEED TO DO

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

### Checklist

#### Before you submit your application

First we recommend you read [What is Draftsperson work?](#) to help you fill in this Application Form.

#### Please tick once you have completed these sections of the Application Form:

- Part A:** What we need to know about you
- Part B:** Class of Draftsperson in which you seek registration
- Part C:** Your qualifications
- Part D:** Your other qualifications and/or training
- Part E:** Your other licences and/or registrations
- Part F:** Declaration
- Part G:** Your signature
- Part H:** Application fee and payment method
- Part I:** Photo Identification Form
- Part J:** Complete your National Police Check via online provider
- Part K:** Building employment history
- Part L:** Experience Statement for the class you seek to be registered in
- Part M:** Technical Referee Report for the class you seek to be registered in

#### Please tick once you have certified copies of your supporting document (do not send originals):

- Certified copies of supporting documents

Remember, every supporting document that you submit with this application for **parts C, D & E** must be certified as a true copy of an original. See page 19 for a list of people who can certify a document for you.

**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 application

Please fill out your Application Form electronically, then print and sign a hard copy.

Submit a hard copy of your application 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

## 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 application. 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 application.

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 application 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.

Reference number

Date

## Part A

### WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT)

\* INFORMATION THAT YOU MUST SUPPLY

Your title\* Mr  Mrs  Ms  Miss 

Your first name\* (as it appears on your drivers licence or passport)

Your middle name

Your family name\* (as it appears on your drivers licence or passport)

Your date of birth\*

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

Suburb

State or territory

Postcode

Your postal address (if different from residential address)

Your business address (this address will be listed in the public register once your application has been granted)

### Your contact details:

Email address\*

Mobile number\*

Home phone number

Work phone number

Fax number

### Partnerships

Are you carrying out, or intending to carry out, work as a partner in a partnership? Yes  No

✔ If **YES**, have each other partner complete a separate 'Partner Declaration' and submit with the application form.

Partnership name\*

ABN

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Partnership trading name\*

Name of each partner\*

### LET US KNOW YOUR CURRENT REGISTRATION STATUS

Are you currently registered as a building practitioner in Victoria in any category or class of building practitioner? Yes  No

✔ If **YES**, specify your practitioner number and the category and class in which you are currently registered:

## Part B

### LET US KNOW THE CLASS IN WHICH YOU SEEK TO BE REGISTERED

Select the class of Draftsperson in which you seek registration:

- Building Design (Architectural)     Building Design (Interior)     Building Design (Services)

## Part C

### LET US KNOW YOUR QUALIFICATIONS

#### Qualifications

Select any of the following qualifications that you have successfully completed:

- Advanced Diploma of Building Design (Architectural) 22268VIC  
 Advanced Diploma of Interior Design MSF60113  
 Advanced Diploma of Engineering MEM60112  
 Diploma of Fire Systems Design CPC50509  
 Advanced Diploma of Engineering Technology Electrical UEE62111  
 Advanced Diploma of Engineering Technology (Mechanical) 22228VIC

#### 1. For each of the above qualifications that you hold, please provide:

- The course code and the title of qualification
- The name of the university or registered training organisation (RTO) that awarded the qualification
- The state in which the university/RTO is located
- The year in which the qualification was awarded.

*e.g. Certificate III in Plumbing, Victoria University, VIC, 2010*

1.

2.

3.

4.

#### 2. For each qualification that you hold, please attach the following documents to your application:

- a certified copy of Record of Results stating the unit(s) of competency achieved
- AND**
- a certified copy of the qualification issued by the university / RTO.

See page 19 for a list of people who can certify a document for you.

## LET US KNOW ABOUT YOUR OTHER QUALIFICATIONS AND/OR TRAINING

### Other qualifications

Have you successfully completed any other qualification that you think is relevant to this application?

Yes  No

### Other training

Have you completed any other training that you think is relevant to this application?

Yes  No



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

- Title of the qualification/and or training
- Name of the institution that awarded the qualification/name of training provider
- State the institution/training provider is located
- Year you completed the training

*e.g. Certificate III in Work Health and Safety, Riverina Institute, NSW, February 2012*

1.

2.

3.

4.

Please attach a certified copy of each qualification and/or training course you have listed.

# Part E

## LET US KNOW ABOUT YOUR OTHER LICENCES AND/OR REGISTRATIONS

Are you currently authorised to perform building design work outside Victoria? Yes  No

Have you previously been (but are not currently) authorised to perform building design work outside Victoria? Yes  No

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

- Type of licence/registration
- Name of the regulator that issued the licence/registration
- The state the regulator is located
- Date the licence/registration was first issued
- The licence/registration number



*e.g. Builder – Occupational Licence, Queensland Building and Construction Commission, QLD, 1 January 2012, Licence number*

- 
- 
- 
- 

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

# Part F

**! You must answer yes or no to all of the following personal probity, financial probity and excluded person questions by ticking the appropriate box**

## DECLARATION

### Personal Probity

- (a) Have you, within the last 10 years, been convicted or found guilty (whether in Victoria or outside Victoria) of any offence involving fraud, dishonesty, drug trafficking or violence that was punishable by imprisonment for 6 months or more? Yes  No
- (b) Have you, within the last 10 years, been convicted or found guilty (whether in Victoria or outside Victoria), of an offence under any law regulating building work or building practitioners? Yes  No
- (c) Have you, within the last 10 years, had any registration, licence, approval, certificate or other authorisation as a building practitioner suspended or cancelled (whether in Victoria or outside Victoria), for any reason other than a failure by the person to renew the registration, licence, approval, certificate or other authorisation? Yes  No
- (d) Have you, within the last 10 years, been convicted or found guilty of an offence (whether in Victoria or outside Victoria), against—
- (i) section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*? Yes  No
  - (ii) section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act 1974* (Cth)? Yes  No
  - (iii) section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the Australian Consumer Law (Victoria)? Yes  No
  - (iv) section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act 2010* (Cth)? Yes  No
- (e) Have you, within the last 10 years, been subject to an order of a court or the Victorian Civil and Administrative Tribunal (VCAT) under the following enactments that have not been complied with within the period required by the court or VCAT—
- (i) the *Building Act 1993* or regulations under that Act? Yes  No
  - (ii) the *Domestic Building Contracts Act 1995* or the regulations under that Act? Yes  No

**PART F CONTINUES NEXT PAGE**



**Financial Probity**

- (a) Are you, or have you ever been:
  - (i) an insolvent under administration? Yes  No
  - (ii) the director of a company that was an externally administered body corporate within the meaning of the *Corporations Act 2001*? Yes  No
  
- (b) Are you currently, or have you ever been, disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001*? Yes  No
  
- (c) Has an insurer ever declined, cancelled, or imposed special conditions in relation to, the provision of professional indemnity insurance, public liability insurance or any other indemnity insurance in relation to you in relation to your work as a building practitioner in Victoria or in an equivalent occupation in the building and construction industry in another State or Territory? Yes  No
  
- (d) Do you have outstanding:
  - (i) any judgment debt for an amount recoverable by an insurer under a policy of insurance for domestic building work referred to in section 137A or 137B of the *Building Act 1993* that has not been satisfied within the period required for satisfaction of that debt? Yes  No
  - (ii) any judgment debt for an amount owed to the VBA as a debt due under this Act that has not been satisfied within the period required for satisfaction of that debt? Yes  No
  - (iii) any judgment debt for an amount payable in relation to a domestic building dispute that has not been satisfied within the period required for satisfaction of that debt? Yes  No
  - (iv) any amount payable under any dispute resolution order (within the meaning of the *Domestic Building Contracts Act 1995*) or a Victorian Civil and Administrative Tribunal (VCAT) order requiring the payment of an amount in relation to a domestic building dispute that has not been paid within the period required for compliance with that order? Yes  No
  - (v) any unpaid adjudicated amount due to be paid under the *Building and Construction Industry Security of Payment Act 2002* if—
    - (1) the period for making an adjudication review application under that Act in relation to that amount has expired; and
    - (2) the practitioner has not made an adjudication review application in relation to that amount within that period? Yes  No
  
- (e) Are you a Director of a company that has outstanding any judgment debt or unpaid amount referred to in paragraph (d)? Yes  No
  
- (f) Have you been a Director of a company that had outstanding any judgment debt or unpaid amount referred to in paragraph (d) above at the time you were a Director? Yes  No

**PART F CONTINUES NEXT PAGE**

- ✔ If you answered **YES** to any of the questions relating to personal probity or financial probity, please provide details here:

What were the offences or breaches?

When did the event occur?

In which State or Territory did the event occur?

What were the circumstances of the event?

What penalty did you receive?

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

If you need more room, attach an additional page to this form.

## EXCLUDED PERSONS

The VBA cannot grant an application for registration if you are an 'excluded person' as defined in s171F of the *Building Act 1993*.

To assist the VBA in assessing your application for registration, please answer all of the following questions. If you do not answer all of the questions, this will delay the determination of the application.

- (a) Are you currently disqualified by an order of a disciplinary body (meaning the Building Practitioner Board, the Building Appeals Board, Victorian Civil and Administrative Tribunal (VCAT) or the VBA) from applying for registration? Yes  No
- (b) Have you previously held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have you been disqualified from applying for a new registration, and the disqualification period has not ended? Yes  No
- (c) Have you previously held a similar registration<sup>1</sup> in another jurisdiction (for example a State or Territory) that was cancelled due to disciplinary action and either:
- (i) the disqualification period has not ended? Yes  No
- (ii) it is less than 2 years after the day the cancellation occurred if you were not disqualified? Yes  No
- (d) Have you applied for a building practitioner registration in Victoria, or a similar registration<sup>1</sup> in another jurisdiction, within the last 2 years and the application was refused because you provided false and misleading information? Yes  No
- (e) Has an associate<sup>2</sup> held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have they or you, been disqualified from applying for a new registration, and the period of disqualification has not ended? Yes  No
- (f) Has an associate<sup>2</sup> previously held a similar registration in another jurisdiction that was cancelled due to disciplinary action taken by a disciplinary body and either;
- (i) the disqualification period has not ended? Yes  No
- (ii) it is less than 2 years after the day the cancellation occurred if they were not disqualified? Yes  No
- (g) Are you a represented person under the *Guardianship and Administration Act 1986*? Yes  No

<sup>1</sup>**Similar registration** means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that correspond to a relevant registration.

<sup>2</sup>**Associate** means someone who exercises significant influence over you or your business.

## Part G

### YOUR SIGNATURE

- I authorise the Victorian Building Authority to conduct a police record check.
- I declare that the information contained in this application, including attachments, is true and correct.

Signature of applicant

Date of signature

(must be a handwritten signature)

It is an offence under section s246 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 60 penalty units in the case of a natural person and 300 penalty units in the case of a body corporate.

## Part H

### APPLICATION FEE AND PAYMENT METHOD

- If you are NOT currently registered in any other category or class of building practitioner, then the fee to lodge this application is **\$125.70**.
- If you ARE currently registered in another category or class of building practitioner, then the fee to lodge this application is **\$58.00**.

Please select your payment method:

credit card     cheque     money order

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

#### Note:

- ▶ The VBA does not accept cash

**PART H CONTINUES NEXT PAGE**



### CREDIT CARD PAYMENT DETAILS

Card type:

Visa     Mastercard

Amount:

**\$125.70**

If you are NOT currently registered in any other category or class of building practitioner, then the fee to lodge this application is **\$125.70**.

**\$58.00**

If you ARE currently registered in another category or class of building practitioner, then the fee to lodge this application is **\$58.00**.

Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder



*(must be a handwritten signature)*

Date of signature

/  /

**This page will be destroyed once your payment has been processed.**



**PLEASE DO NOT PRINT FORM PAGES ON THE BACK OF THIS PAGE BECAUSE THIS PAGE WILL BE DESTROYED.**

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## PHOTO IDENTIFICATION FORM

Complete and submit this form with your application if:

- you are not currently registered as a building practitioner in Victoria

OR

- you are currently registered as a building practitioner in Victoria, and your last application to the VBA to be registered was lodged more than three years ago.

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph, the category and class of building practitioner in which you are registered, and any limitations imposed on your registration.

### Your details

First name

Last name

Your date of birth

  /   /    

### Photo requirements

You must provide two photos of yourself with your application.

- Print your name on the back of each photo.
- Affix the two photos in the space below with double sided tape. Do not place any tape on the front of the photos.

The photos must be:

- identical
- in colour
- less than six months old
- 4.5–5 cm in height and 3.5–4 cm 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).

### For office use only

Application reference number

Practitioner identification number

AFFIX PHOTO  
HERE

AFFIX PHOTO  
HERE

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## Part J

### COMPLETE YOUR NATIONAL POLICE CHECK VIA ONLINE PROVIDER



To support your application we require you to undertake a national police check, via our online service provider, fit2work. To do this, please click [here](#) and you will be taken to an online portal to complete your police check. Upon completion, fit2work will provide you a 7 digit pin to validate your police check.

Please enter your 7 digit pin here:

Your 7 digit fit2work reference number is available in your profile once you have completed your police check.

**Please note: If you do not complete you police check your application will be returned to you.**

## Part K

### BUILDING EMPLOYMENT HISTORY

\* INFORMATION THAT YOU MUST SUPPLY

Provide details of at least one employer (past or present) relevant to this application.

#### Employer 1\*

Employer / Supervisor name

Position / Title

Company

Dates of employment

From:   /   /

To:   /   /

Address of employer

Suburb

State or territory

Postcode

Employer primary contact number

Building practitioner registration number (if applicable)

#### Employer 2

Employer / Supervisor name

Position / Title

Company

Dates of employment

From:   /   /

To:   /   /

Address of employer

Suburb

State or territory

Postcode

Employer primary contact number

Building practitioner registration number (if applicable)

## Part L



### EXPERIENCE STATEMENT

You need to complete (and submit with your application) an 'Experience Statement' relevant to the class of Draftsperson work in which you seek registration.

↓ Click here to **download** the relevant **Experience Statement(s)** from the VBA website (see the Draftsperson page)

## Part M



### TECHNICAL REFEREE REPORT

You need to complete (and submit with your application) a 'Technical Referee Report' relevant to the class of Draftsperson work in which you seek registration.

**Note:** You must submit **at least one** Technical Referee Report with your application.

↓ Click here to **download** the relevant **Technical Referee Report** from the VBA website (see the Draftsperson page)

# People who can certify copies of original documents

## People working in these occupations

Chiropractor  
Dentist  
Legal practitioner  
Medical practitioner  
Nurse  
Optometrist  
Patent attorney  
Pharmacist  
Physiotherapist  
Psychologist  
Trade marks attorney  
Veterinary surgeon

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## Others

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailliff  
Bank officer with five or more continuous years of service  
Building society officer with five or more years of continuous service  
Chief executive officer of a Commonwealth court  
Clerk of a court  
Commissioner for Affidavits  
Commissioner for Declarations  
Credit union officer with 5 or more years of continuous service  
Employee of the Australian Trade Commission who is:  
(a) in a country or place outside Australia, and  
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*, and  
(c) exercising his or her function in that place  
Employee of the Commonwealth who is:  
(a) in a country or place outside Australia, and  
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*, and  
(c) exercising his or her function in that place  
Fellow of the National Tax Accountants' Association  
Finance company officer with five or more years of continuous service  
Holder of a statutory office not specified elsewhere in this list  
Judge of a court  
Justice of the Peace  
Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- (a) an officer, or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service, or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants

Member of:

- (a) the Parliament of the Commonwealth, or
- (b) the Parliament of a state, or
- (c) a territory legislature, or
- (d) a local government authority of a state or territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority, or
- (c) a local government authority, with five or more years of continuous service who is not specified elsewhere in this list

Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority

Sheriff

Sheriff's officer

Teacher employed on a full time basis at a school or tertiary education institution

Member of the Australasian Institute of Mining and Metallurgy