

# MUTUAL RECOGNITION BUILDING PRACTITIONER REGISTRATION

## HERE'S WHAT YOU NEED TO DO

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

### Checklist

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

- Part A: What we need to know about you
- Part B: Let us know about your interstate/New Zealand registration
- Part C: Insurance
- Part D: Declaration
- Part E: Statutory Declaration
- Part F: Your fee and payment method
- Part G: Photo ID

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 must be certified as a true copy of an original.


[Click here](#) 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. 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

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\*

D	D	/	M	M	/	Y	Y	Y	Y
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Your residential address\* (must not be a post office box)

Suburb

State or territory

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Your postal address (if different from residential address)

#### Your contact details:

Email address\*

Mobile number\*

Home phone number

Work phone number

Fax number

# Part B

## LET US KNOW ABOUT YOUR CURRENT INTERSTATE/NEW ZEALAND REGISTRATION/LICENCE



The VBA will use this information to determine entitlement to be registered in an equivalent occupation in Victoria.

### 1. Type of registration / licence / permit / authority\*

State/Region

Registration No.

Date of registration

Conditions attached to the registration (if any)

Have you carried out work in the state, territory or region in which this registration/licence was issued?

Yes  No

Please attach a **certified copy** of your registration/licence.

### 2. Type of registration / licence / permit / authority\*

State/Region

Registration No.

Date of registration

Conditions attached to the registration (if any)

Have you carried out work in the state, territory or region in which this registration/licence was issued?

Yes  No

Please attach a **certified copy** of your registration/licence.

### 3. Type of registration / licence / permit / authority\*

State/Region

Registration No.

Date of registration

Conditions attached to the registration (if any)

Have you carried out work in the state, territory or region in which this registration/licence was issued?

Yes  No

Please attach a **certified copy** of your registration/licence.

**i** If you have additional interstate or NZ registrations or licences, please provide details in a separate document and attach with this application. Please include the same details listed above.

\*For the purposes of this form, the term 'registration' includes licence, permit or authorisation.



## INSURANCE

### Proof of Insurance

All Registered Building Practitioners are required to carry the appropriate insurance for their registration category. Evidence of insurance is required by the Victorian Building Authority before registering or renewing your registration. Insurance must be in compliance with the relevant Ministerial Order.

↓ Copies of the Ministerial Orders can be located [here](#) on the VBA website

The Victorian Building Authority will not grant approval for registration without written documentation that you are covered by the required insurance.

### Insurance Requirements

- **Letter of Eligibility for Domestic Building Insurance in Victoria** (also known as Home Warranty)  
Required for the category of Builder, class of Domestic Builder (unlimited), class of Domestic Builder (limited to a class of work) or class of Project Manager (Domestic).
- **Professional Indemnity Insurance**  
Required for the category of Engineer, Building Surveyor (unlimited), Building Surveyor (limited), Building Inspector (unlimited), Building Inspector (limited), Draftsperson and Quantity Surveyors.
- **Public Liability Insurance**  
Required for the category of Builder, class of Demolisher (low rise), class of Demolisher (medium rise), class of Demolisher (unlimited) and category of Erector or Supervisor (temporary structures).

### Insurance details

Attach proof that you are covered by the required insurance or, in the case of applicants to be solely engaged in domestic building work, attach proof of your eligibility to be covered by the required insurance. You must provide a copy of your renewed Letter of Eligibility for Domestic Warranty Insurance for the next 12 months. This policy must comply with the *Building Act 1993* and the relevant Ministerial Order.

Type of Insurance

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

Policy Number

Name of Insured

Insurance From Date

To Date

State covered by this insurance

Insurance Provider

## DECLARATION

1. Are you subject of disciplinary proceedings in any Australian State, Territory or in New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to those occupations? Yes  No
2. Have you held or do you hold any licence, permit, registration or other authority enabling you to work as a building practitioner in Victoria or in an equivalent occupation in the building industry in another Australian State, Territory or in New-Zealand that has ever been cancelled or suspended? Yes  No
3. Are you personally prohibited from carrying out an equivalent occupation in any State and/ or are you subject to any special conditions in carrying out that occupation, as a result of criminal, civil or disciplinary proceedings? Yes  No

✓ If **YES** for any of the above questions, 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 you have done to prevent the event from occurring again?

## STATUTORY DECLARATION

I, \_\_\_\_\_  
(full name of applicant)

of \_\_\_\_\_  
(full residential address of applicant)

\_\_\_\_\_  
(occupation)

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

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.

I give consent to the making of inquiries of, and the exchange of information with, the authorities of any State or Territory regarding my activities in the relevant occupation or occupations, or otherwise regarding matters relevant to this notice.

I declare that 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.

By signing this, I declare that I have read and understood how the VBA manages my personal information and the VBA's [Privacy policy](#).

Signed \_\_\_\_\_  
(signature of applicant)

Declared at \_\_\_\_\_ \*in the state of Victoria  
(town in which declaration was signed)

on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(day of month) (month) (year)

*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

\_\_\_\_\_  
Qualification of authorised statutory declaration witness

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

\*I confirm that reasonable modifications were used in preparing this statutory declaration and that the contents of this statutory declaration were read to the person making the statutory declaration in a way that was appropriate to the person's circumstances.

-----  
Signature of authorised statutory declaration witness

\*delete if not applicable

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.

## Part F

### APPLICATION FEE AND PAYMENT METHOD

▶ The application fee for Mutual Recognition is **\$260.60** per category/class being applied for. If the VBA determines your class / category applied for is off s lesser fee, we will charge a lesser amount

If you are applying for more than one category/class, you will be charged a fee per category/class which you are applying for.

Please pay the appropriate fee(s) as outlined above, if you are unsure of the required fees please call the VBA.

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





## CREDIT CARD PAYMENT DETAILS

Card type:

Visa     Mastercard

Amount:

(select relevant fee from page 10)


Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder



*(must be a handwritten signature)*

Date of signature

/  /



## 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 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 conditions 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