

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

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.

Insurance details

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

Applying for mutual recognition as a Domestic Builder (Unlimited) - \$460

Applying for mutual recognition as a Domestic Builder (Limited) - \$368.00

Applying for mutual recognition as a Commercial Builder (Unlimited) - \$368.00

Applying for mutual recognition as a Commercial Builder (Limited) - \$294.40

Applying for mutual recognition as a Building Surveyor - \$294.40

Applying for mutual recognition as a Building Inspector - \$294.40

Applying for mutual recognition as a Draftsperson - \$294.40

Applying for mutual recognition as a Demolisher - \$294.40

Applying for mutual recognition as a Project Manager - \$294.40

Applying for mutual recognition as a Quantity Surveyor - \$294.40

Applying for mutual recognition as an Erector or Supervisor (Temporary Structures) - \$294.40

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 8)


Card number:

Name of card holder:

Card expiry date:

/

Signature of card holder



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).

AFFIX PHOTO
HERE

AFFIX PHOTO
HERE

VERIFY YOUR IDENTITY

You are required to verify your identity as part of your application process. To do this, you will need to provide four identity documents from the appropriate categories (see Evidence of Identity Documents below).

All identity documents provided to the VBA must be certified copies. A certified copy is a copy of an original document that has been verified as being a true copy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

Evidence of Identity Documents

To verify your identity, you must provide the following:

- At least one document from Category A; and
- At least one document from Category B; and
- At least two documents from Category C OR you can make up the remaining two documents with any unused documents from Categories A or B

If your identity documentation is under different names, you will need to provide one document from the Difference in Name Documentation section.

Identity Documents	Tick if document provided
Category A	
Passport (current or expired not more than three years ago, NOT cancelled)	<input type="checkbox"/>
Australian birth certificate	<input type="checkbox"/>
Immicard	<input type="checkbox"/>
Australian Citizenship Certificate	<input type="checkbox"/>
Category B	
Australian driver's license, Learner Permit or Provisional Licence	<input type="checkbox"/>
Australian Government issued Proof of ID card	<input type="checkbox"/>
Foreign passport (with current Australian Visa Grant Notice)	<input type="checkbox"/>
Firearms Photo ID Licence (not Minor or Junior Permit/Licence)	<input type="checkbox"/>
Category C	
Medicare Card	<input type="checkbox"/>
Security Guard or Crowd Control Photo Licence	<input type="checkbox"/>
Pensioner Concession Card	<input type="checkbox"/>
Government Issued Health Care Card	<input type="checkbox"/>
Commonwealth Seniors Health Card	<input type="checkbox"/>
Department of Veterans' Affairs Card	<input type="checkbox"/>
Credit card or debit card	<input type="checkbox"/>
Australian Tertiary Student Photo ID Card	<input type="checkbox"/>
Working with Children's Check Photo ID	<input type="checkbox"/>
Difference in name documentation	
Change of name certificate - issued by Births, Deaths and Marriages	<input type="checkbox"/>
Marriage certificate - issued by Births, Deaths and Marriages	<input type="checkbox"/>

For office use only

Application reference number

Practitioner identification number

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.

END OF APPLICATION FORM