

Financial Hardship - Fee Relief Application

Form

Checklist

Please tick once you have completed these sections of the application form:

- ☐ **Part A:** What we need to know about you (the applicant)
- ☐ **Part B:** Fees you are seeking fee relief for
- ☐ **Part C:** Financial hardship grounds
- ☐ **Part D:** Financial hardship evidence
- ☐ **Part E:** Payment details
- ☐ **Part F:** Your signature

You must provide all required information, otherwise the VBA will contact you and advise you to resend your application with required information

How to submit your application:

Please fill out your form electronically.

By mail:

Victorian Building Authority
GPO Box 536 Melbourne VIC 3001

By email:

buildingreg@vba.vic.gov.au

Or in person at the VBA:

Goods Shed North
733 Bourke Street Docklands VIC 3008



Part A

WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT)

Title:

First name:

Family name:

Registration or practitioner ID number:

Date of Birth:

Your contact details

Email:

Mobile number:

Part B

FEES YOU ARE SEEKING FEE RELIEF FOR

Please select the applicable fee/s that you are seeking fee relief for

Building fees

☐

Registration application fees

☐

Renewal application fees

☐

Annual fees

☐

Renewal late fees

Part C

FINANCIAL HARDSHIP GROUNDS

To be eligible for fee relief, the VBA must be satisfied that you are suffering financial hardship and that the payment of the relevant fee would cause unavoidable detriment to your ability to work as a building or plumbing practitioner.

Please indicate which financial hardship grounds you are making your application for fee relief on:

Natural disaster - an event such as a fire, flood, explosion, earthquake or hurricane that has occurred within the last 6 months and caused destruction or severe damage to your home

Loss of employment - if you are currently unemployed and experiencing financial hardship

Loss of income - if you have experienced significant loss of income in the last 6 months due to circumstances outside of your control (such as serious illness)

Homelessness - if you are living on the streets, do not have a stable place or residence for an extended period, are living in crisis or transitional accommodation or are couch surfing

Carer responsibilities - if you have current carer responsibilities for an immediate family member (spouse, defacto partner, parent, child or sibling) that has resulted in a reduction of income and financial hardship

Business financial difficulties - if you have experienced significant loss of income due to a business failing within the last 6 months due to circumstances outside of your control

Family and domestic violence - if you have been the victim of family and/or domestic violence in the last 6 months and are experiencing financial hardship associated with this

Death of a partner, spouse or child - if you have experienced the death of a partner, spouse or child within the last 6 months and are experiencing financial hardship associated with this

Part D

FINANCIAL HARDSHIP EVIDENCE

All persons applying to the VBA for fee relief on the basis of financial hardship must provide evidence in support of their application.

Please indicate which evidence you are supplying to the VBA and **attach** a copy of this evidence to this application form.

Natural disaster

Police, fire or incident report

Report or letter from your insurer indicating the extent of damage and if coverage for rebuild/repair and interim accommodation is covered by your insurer

A copy of your Australian Government Disaster Relief Payment (AGDRP) application

Proof of payment of a state or territory government hardship relief payment

Loss of employment

An Employment Separation Certificate

Evidence of receiving JobSeeker payments from Centrelink

Loss of income

A medical certificate outlining your injury or illness and the duration that has resulted in your loss of income

A letter from your employer confirming a 30% reduction or more in hours or income, the reason for the reduction, the date the hours or income was reduced and the reason for the reduction

For self-employed applicants and practitioners, a letter from your accountant or financial advisor confirming a:

- 30% reduction in in cashflow or business downturn; or
- ongoing losses, unpaid creditors outside usual trading terms or overdue tax debts

Evidence of receiving a Disability Support Pension from Centrelink

Evidence of receiving a JobSeeker Payment from Centrelink.

Homelessness

A letter from your social worker, housing support worker or homelessness support service confirming your current circumstances and the period that you have been homeless, living in transitional accommodation or couch surfing

Carer responsibilities

Evidence of receiving a Carer Payment or Carer Allowance from Centrelink

Business financial difficulties

A medical certificate outlining your injury or illness and duration that has resulted in business financial difficulties.

A letter from your accountant or financial advisor confirming a:

- A 30% reduction in in cashflow or business downturn; or
- Ongoing losses, unpaid creditors outside usual trading terms or overdue tax debts

Evidence of bankruptcy, receivership, external administration, liquidation or closure of your business

Part D *Continued*

You must also provide one of the following:

An ASIC extract confirming your status as an officeholder or shareholder of the company

An Australian Business Register ABN Lookup extract confirming you are operating/operated the business as a sole trader, sole trader with employees or partnership

Family and domestic violence

Fee relief for financial hardship does not extend to perpetrators or alleged perpetrators of family and domestic violence.

Court documentation such as:

- interim intervention orders
- intervention orders
- family violence safety notices
- complaint and warrant for an intervention order

A statutory declaration confirming you have been a victim of family and/or domestic violence and the circumstances

A letter from your social worker, counselor, doctor or other party confirming that you have experienced family and/or domestic violence

Evidence of receiving a Crisis Payment for Extreme Circumstances Family and Domestic Violence from Centrelink

A police or incident report

Death of a partner, spouse or child

A copy of death certificate

A funeral notice or death notice

A letter from a social worker, counsellor, doctor confirming the passing of the person and your relationship to them

Part E

PAYMENT

Please provide your fee payment details below to ensure that your application is progressed promptly should your request for fee relief not be approved.

<input type="radio"/> Visa <input type="radio"/> Mastercard		Name of Cardholder	
Amount <input type="text"/>		<input type="text"/>	
Card number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Card expiry <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	

Signature of card holder: _____

Date of signature: _____

Part F

YOUR SIGNATURE



It is an offence under *section 246 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 120 penalty units.

- ☐ I declare that the information contained in this application, including attachments, is true and correct. By signing this, I declare that I have read and understood how the VBA manages my personal information and the VBA's [Privacy Collection notice](#), as stipulated on the final page of this document.

Applicant signature:

Date of signature:

/ /

Privacy collection notice

How the VBA uses and discloses your personal information

The Victorian Building Authority (VBA) is collecting your personal information to process your notification. If you do not provide all or any part of the information requested in this form, the VBA may be unable to process your notification. 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.