

Application Form

Building Surveyor

How to apply

Save and complete this form on your computer. Do not handwrite.

Step 1:

Please provide:

- Industry qualifications
 - Project work evidence
 - Technical referee report
- Criminal history check, photo ID & declarations
- Authorise payment & submit

Step 2:

The BPC will:

- Review your application
- Assess your knowledge & experience
- Conduct a reference check
- Make a decision on your application
- Notify you of the outcome

How to submit your application

Please complete, sign and submit your application

By mail:

Building and Plumbing Commission
GPO Box 536
Melbourne VIC 3001

Or in person at the BPC:

Building and Plumbing Commission
Level 19, 242 Exhibition Street
Melbourne VIC 3000



Part A: About You (the applicant)

If you are an 'excluded person' as defined in 171F of the Building Act, then your application for **registration cannot be granted**.

Title:*

* Information you must supply

Mr Mrs Ms Miss Other

First name*

Middle name

Surname*

Date of birth*

Your contact details

Email*

Mobile number*

Home telephone number

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

Street no. and name*

Suburb*

State*

Postcode*

Your postal address (if different from residential address)

Street no. and name*

Suburb*

State*

Postcode*

Your business details

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

Street no. and name*

Suburb*

State*

Postcode*

Business email

Business telephone

Registration you are seeking

What class of registration are you seeking?

Unlimited

Limited

Limited -

with conditions restricting work to class 1 and 10 buildings up to 3 storeys in height, with a maximum floor area of 500m²



Any current registrations

Are you currently registered as a building practitioner in Victoria in any category or class of building practitioner?

No Yes

If yes, please enter your registration number/s

Any other licences and/or registrations?

	Yes	No
a) Are you currently authorised to perform building work outside of Victoria?		
b) Have you previously been (but not currently) authorised to perform demolition work outside of Victoria?		

If you answered **Yes** to any questions regarding other licences/registrations, complete the table below, with details as requested. Please attach certified photocopies of each. [See who can certify your documents.](#)

Type (registration/licence)	Regulator name (issuer of licence/registration)	State	Date (first issued)	Number (registration/licence)	Lic/Reg (certified)
<i>Building Certifier</i>	<i>Queensland Building and Construction Commission</i>	<i>QLD</i>	<i>mm/yy</i>	<i>#####</i>	



Part B: Relevant Qualifications

For each qualification that you list below, please attach certified photocopies of:

1. The qualification, issued by the University, TAFE, or Registered Training Organisation, and
2. Your record of results stating the units of competency/subjects.

See the relevant qualifications for registration in this class. **See who can certify your documents.**

	Name of qualification	Institution (TAFE, University, RTO)	Year completed	Qualification	Results
X	<i>Bachelor of Construction, Management and Economics</i>	<i>Holmesglen Institute</i>	<i>dd/mm/yy</i>		
1					
2					
3					
5					
6					

If you require more room, please attach an additional page



Part C: Employment History - Building Surveyor Work

Employer 1*

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Building practitioner registration number (if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 1

Street no. and name

Suburb

State

Postcode

Employer 2*

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Building practitioner registration number (if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 2

Street no. and name

Suburb

State

Postcode



Employer 3*

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Building practitioner registration number (if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 3

Street no. and name

Suburb

State

Postcode

If you require more room, please attach an additional page

Part D: Experience

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

Click here to [download](#) the relevant Experience Statement(s) from the BPC website (see the Building Surveyor page).

Part E: Technical Referee Report

You need to complete (and submit with your application) a 'Technical Referee Report' relevant to the class of Building Surveyor 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 BPC website (see the Building Surveyor page).

Part F: Criminal History Check

To support your application, we require you to undertake a criminal history check. To apply, visit the [BPC criminal history check portal](#) and follow the steps. Upon completion, fill out the declaration below.

I declare that I have completed a Cited criminal history check, on date:

Please note: You cannot provide a copy of your own criminal history check. If you do not complete the required check, your application will be returned to you. Please use the above link to ensure you are not charged for this.



Part G: Partnerships

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

If Yes, complete details below and ensure that each partner completes a separate **Partner Declaration** and submit along with this application.

Partnership name ABN

Partnership trading name

Partner details

Enter details for each partner (excluding you) in the table below.

Contact details	Partner 1	Partner 2
Full name		
Contact number		
Email address		
Postal Details		
Street no. and name		
Suburb		
State		
Postcode		



Part H: Declaration

You must truthfully answer all of the following questions by ticking the appropriate boxes.

Excluded persons	Yes	No
If you are an 'excluded person' as defined in 171F of the <i>Building Act</i> , then your application for registration cannot be granted . To assist the BPC in assessing the application, 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 or an associate ¹ currently disqualified by an order of a disciplinary body ² from applying for registration?		
b) Have you or an associate previously held a building practitioner registration within Victoria or outside Victoria that was cancelled due to disciplinary action, and you or your associate are:		
i. currently disqualified from applying for registration; or		
ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified		
c) Have you applied for a building practitioner registration in Victoria, or a similar registration ³ in another jurisdiction, within the last two years and the application was refused because you provided false and misleading information?		
d) Are you a represented person under the <i>Guardianship and Administration Act 1986</i> ?		
Personal probity	Yes	No
Within the last 10 years (whether in Victoria or outside Victoria):		
a) Were you convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence?		
b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?		
c) Did you have any registration, licence, approval, certificate or other type of authorisation as a building practitioner suspended or cancelled for any reason other than your failure to renew this authorisation?		
d) Were you convicted or found guilty of an offence ⁴ involving:		
i. misleading conduct in relation to goods or services		
ii. false or misleading representation in relation to goods or services		
iii. bait advertising		
iv. accepting payment without intending or being able to provide services or goods		
v. harassment or coercion in connection to goods, services, payment of goods or services or the sale, grant (or possible sale or grant) of interest in land, or payment for interest in land.		

1. Associate means someone who exercises significant influence over you or your business

2. Meaning the Building Practitioner Board, Building Appeals Board, Victorian Civil and Administrative Tribunal or the BPC

3. Similar registration means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that corresponds to a relevant registration

4. Offences as defined in the following legislation: section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*, section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act 1974 (Cth)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the *Australian Consumer Law (Victoria)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act 2010 (Cth)*



Personal probity <i>continued</i>	Yes	No
e) Has a court or the Victorian Civil and Administrative Tribunal (VCAT) subjected you to an order that you failed to comply with within the period required by the court or VCAT, where the order was issued under:		
i. the <i>Building Act 1993</i> or regulations under that Act?		
ii. the <i>Domestic Building Contracts Act 1995</i> of the regulations under the Act?		
Financial probity		
You must truthfully answer all of the following questions by ticking the appropriate box.		
a) Are you, or have you ever been, an insolvent under administration?		
b) Are you, or have you ever been, disqualified from managing corporations ⁵ ?		
c) Has an insurer ever declined, cancelled, or imposed special conditions on any indemnity insurance related to your work as a building practitioner in Victoria or in an equivalent building occupation in another State or Territory?		
d) Do you (personally or as company director) have any outstanding judgment debt:		
i. for amounts recoverable by an insurer under a policy of insurance for domestic building work ⁶ that has not been satisfied within the period required to do so?		
ii. owed to the BPC as a debt due under this Act that has not been satisfied within the period required to do so?		
iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?		
e) Do you (personally or as company director) have any outstanding amounts payable, either under a dispute resolution order ⁷ or a Victorian Civil and Administrative Tribunal order in relation to a domestic building dispute, that has not been paid within the period required by the order?		
f) Do you (personally or as company director) have any outstanding unpaid adjudicated amount due to be paid under the <i>Building and Construction Industry Security of Payment Act 2002</i> if:		
i. the period for making an adjudication review application under that Act for that amount has expired, and if		
ii. an adjudication review application in relation to that amount was not lodged?		
g) Have you ever been the director of a company when that company had any outstanding judgment debt or unpaid amount referred to in paragraph (d) and (e) and (f) above?		

⁵ Under Part 2D.6 of the *Corporations Act 2001*

⁶ Referred to in section 137B of the *Building Act 1993*



Financial probity *continued*

If you answered Yes to any of the questions relating to personal probity or financial probity, please provide details here:

1) What were the offences or breaches?

2) When did the event occur?

3) In which State or Territory did the event occur?

4) What were the circumstances of the event?

5) What penalty did you receive?

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

If you require more room, please attach an additional page under the heading 'Personal/Financial Probity'.



Financial probity <i>continued</i>	Yes	No
You must truthfully answer all of the following questions by ticking the appropriate box.		
h) Have you performed any of the following roles for a company (or companies) within two years of that company (or companies) going into external administration?		
• Director		
• Secretary		
• Influential person		

Definitions

‘Influential person’ means, in relation to a company, a natural person (other than a director or secretary of the company), who is in a position to control or substantially influence the company’s conduct.

‘External administration’ occurs when (a) a liquidator or provisional liquidator has been appointed; (b) the company is under administration; or (c) a deed of company arrangement (DOCA) has been entered into. For the purposes of this form, a company is not under external administration merely because a receiver and manager or other controller has been appointed.

If you answered **Yes** to the declaration above, please complete the **External Administration Declaration form**. If the declaration relates to multiple companies, please complete separate forms for each company.

If you answered **No** to the declaration above, continue to the next section of this application form.



Part I: Photo Requirements

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.

You must provide a photo of yourself with your application.

Print your name on the back

Affix photo in the space below with double sided tape

Do not place any tape or staples on the front of the photo

The photo must be:

- In colour
- Less than six months old
- 4.5–5cm in height and 3.5–4cm 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)



Verify Your Identity

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

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

To verify your identity, you must provide **certified photocopies** from the following:

- One document from Category A and one document from Category B; or
- two documents from Category A.

At least one of the identity documents provided must contain your photograph.

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



Identity Documents - please provide:	Tick if document provided
Category A (one document)	
Australian photo drivers licence or learner permit photo card	
Australian Passport	
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not acceptable)	
Immicard issued by the Department of Home Affairs	
Australian Naturalisation or Citizenship Certificate	
Victorian marine licence photo card	
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	
Category B (one document)	
Medicare card	
Working with Children's Check card	
Australian Proof of Age card	
Australian Keypass card	
Australian Defence Force photo identity card (excluding civilian staff)	
Department of Veteran Affairs card	
Pensioner Concession card	
Difference in name documentation	
Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia	



Part J: Your Fee and Payment Method

If you are **NOT** currently registered with the BPC in any other class of building surveyor, the fee to lodge this application is \$647.20.

If you **ARE** currently registered with the BPC in any other class of building surveyor, the fee to lodge this application is \$517.80.

Payment details

Please select your payment method and complete the details as requested.

Please Note: The BPC does not accept cash.

Money order *Please make cheques and money orders payable to: Building and Plumbing Commission*

Credit Card:

Visa Mastercard Name of cardholder

Amount Card number Card expiry
/

Signature of cardholder Date of signature CVV

Part K: 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.

By signing this I declare that the information contained in this application, including attachments, is true and correct. I declare that I have read and understood how the BPC manages my personal information and the **BPCs Privacy Collection notice**, as stipulated on the final page of this document.

Signature Date of signature



Before submitting your application

Reminder Checklist

Have you provided:

Your criminal history check reference number

Your photo ID

Have you attached certified photocopies of:

Your qualifications

Your statement of results

Your evidence of identity documents (Category A & B)

Employment History, have you provided:

Experience Statement

Logbook

Technical Referee Report (at least one)



Privacy Collection Notice

How the BPC uses and discloses your personal information.

The Building and Plumbing Commission (BPC) 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 BPC may be unable to process and subsequently grant your application.

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

- (a) To enable the BPC 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 BPC (whether to you personally or a member of the public).
- (c) Law enforcement by the BPC 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 BPC's website).
- (e) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, our insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC 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 BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

By providing information to the BPC using this form, you are deemed to have acknowledged and consented to the BPC using and disclosing your personal information as set out in this Statement.

The BPC's full Privacy Policy and information about how to contact the BPC is available at www.bpc.vic.gov.au/privacy.