

Section 1: Reporting Entity Details

Municipal Council Name

LO Number

Software Used

Reporting Entity Type

ABN (Please provide if applicable)

<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"/>
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ACN (Please provide if applicable)

<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"/>
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Street Address

Suburb

State or territory

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email address where you would like to receive notifications under s25BE (mandatory)

Section 2: Building Surveyor Information

First Name	Last Name	Registered Email Address <small>(email used when creating BPC portal account)</small>	Email Address for BAMS Notifications <small>(this can be a shared mailbox)</small>	Registration Number	BAMS Reporting Start Date	Municipal Building Surveyor?
<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"/>	<input type="text"/>
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Section 3: Data Required for Nominated Administration Staff Member *(only if applicable)*

First Name	Last Name	Registered Email Address <small>(email used when creating BPC portal account)</small>	Email Address for BAMS Notifications <small>(this can be a shared mailbox)</small>	BAMS Reporting Start Date

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Section 4: BPC Portal Privacy Collection Notice

Use and disclosure of personal information by the BPC

The Building & Plumbing Commission (BPC) collects personal information through the BPC Portal to carry out its responsibilities under the *Building Act 1993* (Vic) and other laws relating to the business of the BPC.

The BPC may be unable to carry out its responsibilities including processing and deciding applications if any of the relevant required information is not provided.

The BPC collects personal information through the BPC Portal, from individuals, companies or their authorised agents, for purposes including processing applications for building permit numbers and the registration of building practitioners.

The BPC may also use personal 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, Services Victoria, 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 BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose personal information to a third party claiming to act on behalf of a person (for example, an agent or interpreter) with prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

Individuals (or their authorised representatives) can request access to their personal information. If the personal information held by the BPC is not accurate, complete or up to date, a request can be made to the BPC to amend it.

The BPC's full Privacy Policy, BPC Portal Terms and Conditions and information about how to contact the BPC is available on the website.

Private Building Surveyor Name

Registration Number

END OF FORM