

Building Practitioner

Request for a Duplicate Registration Certificate - Company

How to apply

Please fill out, attach appropriate requirements and submit:

By mail:

Building and Plumbing Commission
GPO Box 536
Melbourne VIC 3001

By email:

buildingreg@bpc.vic.gov.au

Or in person at the BPC:

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

**Company information***

* Information you must supply

Company name*

Company trading name*

Australian Company Number (ACN)*

Company contact details

Email*

Contact Number*

Company registered business 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

Please tick the reason you need a duplicate certificate.

Damaged/Destroyed original

Lost original

Change of Company Name

Fee for a...

New registration certificate

\$47.20



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

/

CVV

Signature of cardholder

Date of signature



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 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, the Victorian Managed Insurance Authority, our insurer, other regulators (both in Victoria and interstate), our 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 your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

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

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