Application Form

Building Registration Renewal

(Company)

Checklist

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

- ☐ **Part A:** What we need to know about your company
- ☐ **Part B:** Renewal category and class
- ☐ **Part C:** Probity and excluded persons declaration
- ☐ **Part D:** Complete your National Criminal History Check via our online provider
- ☐ **Part E:** Insurance
- ☐ **Part F:** Renewal fee and payment method
- ☐ **Part G:** Director signature
- ☐ **Part H:** Declaration (please complete the separate Declaration form for each director of the company and attach with your application)

Remember:

- A separate application form must be used for each category/class of registration the company is seeking to renew.
- This application for renewal is made under Section 173 of the *Building Act* 1993.
- 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, and this offence carries a maximum penalty of 60 penalty units in the case of a natural person and 300 penalty units in the case of a body corporate. If you provide false or misleading information, we may refuse to renew this registration.

How to submit your application

Please fill out your application, sign and print a hard copy 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

By email:
buildingreg@bpc.vic.gov.au
Applications submitted via email should be in .pdf format (all pages in a single document), and not .jpeg, .png or individual pages.

Part A

What we need to know about your company

Company name

Company trading name

Australian Company Number (ACN)

Registered business address

Suburb

State or territory

Postcode

Your postal address (if different from resistered business address)

Suburb

State or territory

Postcode

Email address

Part B

Renewal Category and Class

Specify your company's building practitioner number and the category and class in which your company seeks to renew.

Registration category and class	Registration number	Registration expiry date

Registration category and class	Registration number	Registration expiry date

Registration category and class	Registration number	Registration expiry date

Important

- You must complete a separate form for each registration that the company holds.
- The BPC will not accept applications for renewal lodged more than five months before the company's registration expiry date.

Part C

Probity and excluded persons declarations

The BPC must be satisfied that the company is a fit and proper person to be registered as a building practitioner having regard to the personal and financial probity requirements set out in sections 171D and 171E of the *Building Act* 1993.

All of the following questions must be answered in relation to the company by ticking the appropriate box.

Personal Probity

	Yes	No
(a) Has the company, within the last 10 years, been convicted or found guilty (whether in Victoria or outside Victoria), of an offence under any law regulating building work or building practitioners?	☐	☐

Part C

	Yes	No
(b) Has the company, within the last 10 years, had any registration, licence, approval, certificate or other authorisation as a building practitioner suspended or cancelled (whether in Victoria or outside Victoria), for any reason other than a failure by the company to renew the registration, licence, approval, certificate or other authorisation?	☐	☐
(c) Has the company, within the last 10 years, been convicted or found guilty of an offence (whether in Victoria or outside Victoria), against—		
i. section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act* 1999?	☐	☐
ii. section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act* 1974 (Cth)?	☐	☐
iii. section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the Australian Consumer Law (Victoria)?	☐	☐
iv. section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act* 2010 (Cth)?	☐	☐
(d) Has the company, within the last 10 years, been subject to an order of a court or the Victorian Civil and Administrative Tribunal (VCAT) under the following enactments that has not been complied with within the period required by the court or VCAT—		
i. the *Building Act* 1993 or regulations under that Act?	☐	☐
ii. *Domestic Building Contracts Act* 1995 or the regulations under that Act?	☐	☐
Financial Probity		
(a) Is the company an externally administered body corporate within the meaning of the Corporations Act 2001?	☐	☐
(b) Has an insurer ever declined, cancelled, or imposed special conditions in relation to, the provision of professional indemnity insurance, public liability insurance or any other indemnity insurance in relation to the company in relation to work as a building practitioner in Victoria or in an equivalent occupation in the building and construction industry in another State or Territory?	☐	☐

(c) Does the company have outstanding:	Yes	No
i. any judgment debt for an amount any judgment debt for an amount recoverable by an insurer under a policy of insurance for domestic building work referred to in section 137A or 137B of the *Building Act* 1993 that has not been satisfied within the period required for satisfaction of that debt?	☐	☐
ii. any judgment debt for an amount owed to the BPC as a debt due under this Act that has not been satisfied within the period required for satisfaction of that debt?	☐	☐
iii. any judgment debt for an amount payable in relation to a domestic building dispute that has not been satisfied within the period required for satisfaction of that debt?	☐	☐
iv. any amount payable under any dispute resolution order (within the meaning of the *Domestic Building Contracts Act* 1995) or VCAT order requiring the payment of an amount in relation to a domestic building dispute that has not been paid within the period required for compliance with that order?	☐	☐
v. any unpaid adjudicated amount due to be paid under the Building an *Construction Industry Security of Payment Act* 2002 if— (1) the period for making an adjudication review application under that Act in relation to that amount has expired; and (2) the practitioner has not made an adjudication review application in relation to that amount within that period?	☐	☐

If you answered **YES** to any of the questions listed in Part C 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 need more room, attach an additional page to this form.

Excluded persons

The BPC cannot grant an application for company registration if a director of the company, or the company, is an 'excluded person' as defined in s171F of the *Building Act* 1993.
To assist the BPC in assessing the application for company registration, answer all of the following questions with respect to the company.
If you do not answer all of the questions, this will delay the determination of the application.

	Yes	No
(a) Is the company currently disqualified by an order of a disciplinary body (meaning the Building Practitioner Board, the Building Appeals Board, Victorian Civil and Administrative Tribunal (VCAT), or the BPC) from applying for registration?	☐	☐
(b) Has the company previously held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or has the company been disqualified from applying for a new registration, and the disqualification period has not ended?	☐	☐

	Yes	No
(c) Has the company previously held a similar registration[1] in another jurisdiction (for example a State or Territory) that was cancelled due to disciplinary action and either:		
(i) the disqualification period has not ended; or	☐	☐
(ii) it is less than 2 years after the day the cancellation occurred if the company was not disqualified?	☐	☐
(d) Has the company applied for a building practitioner registration in Victoria, or a similar registration[1] in another jurisdiction, within the last 2 years and the application was refused because the company provided false and misleading information?	☐	☐
(e) Has an associate[2] held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have they or the company, been disqualified from applying for a new registration, and the period of disqualification has not ended?	☐	☐
(f) Has a related body corporate to the comapny previously held a similar registration in another jurisdiction that was cancelled due to disciplinary action taken by a disciplinary body and either:		
(i) the disqualification period has not ended; or	☐	☐
(ii) it is less than 2 years after the day the cancellation occurred if the related body corporate was not disqualified?	☐	☐

Part D

Criminal History Check via Our Online Provider

To support your application, we require you to undertake a national police 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 an Australia Post police 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.

[1] Similar registration means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that correspond to a relevant registration.
[2] Associate means someone who exercises significant influence over you or your business

Part E

Insurance

Proof of Insurance
Please note: Insurance must be in the name of the company seeking registration, and not the individual practitioner's name.

Domestic and Commercial Builder Classes

Minimum Financial Requirements for Domestic Builders

From 1 July 2026, Minimum Financial Requirements (MFR) apply to all registered domestic builders, including companies. They replace the current Domestic Building Insurance eligibility process.

If your company has an active Domestic Building Insurance Letter of Eligibility (LOE) issued prior to 1 July 2026, the existing terms will continue to apply and your company will transition to the new Minimum Financial Requirements. You are not required to provide an LOE with this renewal application.

If your company does not have an active Domestic Building Insurance Letter of Eligibility (LOE) issued prior to 1 July 2026, your company is required to meet the MFR. Your company will also need to meet the MFR if you will be seeking to increase the Maximum Construction Capacity.

I confirm that I have (please tick one):

☐ An LOE issued prior to 1 July 2026 ☐ An approved MFR assessment

The BPC may review your company's circumstances and may immediately suspend the registration if your company ceases to meet MFR.

If your company is registered in the category and class of Commercial Builder (Limited) or Commercial Builder (Unlimited):

☐ You are not required to meet MFR or provide proof of insurance.

All Other Building Classes

If your company is registered in the category and class of Demolisher (Low Rise Buildings), Demolisher (Medium Rise Buildings) or Demolisher (Unlimited) or Erector or Supervisor (Temporary Structures):

☐ Attach written proof that your company is covered by Public Liability Insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of insurance.

If your company is registered any other category and class of building practitioner:

☐ Attach written proof that your company is covered by the Professional Indemnity Insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

Public Liability or Professional Indemnity insurance must cover your company for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the BPC as soon as you receive it from your insurer.

Under section 180(A) of the *Building Act* 1993 the BPC can immediately suspend your company's registration if it is no longer covered by the required insurance.

Please complete this section carefully. Your application for renewal will not be granted if your Proof of Insurance is out of date or does not meet the requirements set out on this page.

Insurance Requirements

The insurance policy must comply with the *Building Act 1993* and the relevant Ministerial Order on the BPC website.

Policy details

☐ Director / Partner

Policy Number

Entity that is insured

Insurance Provider

Commencement date of insurance

/ /

Expiry date of insurance

/ /

Part F

Application fee

Lodging your application at least 3 months before the registration expiry date

☐ Applying to renew as a **Domestic Builder (Unlimited)** - $1,600.20*

☐ Applying to renew as a **Commercial Builder (Unlimited)** or **Domestic Builder (Limited)** - $1,280.10*

☐ Applying to renew as a **Commercial Builder (Limited)**, **Project Manager (Domestic)**, **Building Surveyor**, **Demolisher**, **Building Inspector**, **Building Designer**, **Erector or Supervisor (Temporary Structures)** or **Quantity Surveyor** - $1,024.10*

Lodging your application less than three months before the registration expiry date or after the expiry date

These fees include the application fee and the $480.00 late fee

☐ Applying to renew as a **Domestic Builder (Unlimited)** - $2,080.20*

☐ Applying to renew as a **Commercial Builder (Unlimited)** or **Domestic Builder (Limited)** - $1,760.10*

☐ Applying to renew as a **Commercial Builder (Limited)**, **Project Manager (Domestic)**, **Building Surveyor**, **Demolisher**, **Building Inspector**, **Building Designer**, **Erector or Supervisor (Temporary Structures)** or **Quantity Surveyor** - $1,504.10*

* If you hold more than one current registration in the same category of building practitioner, you may be eligiblefor a discount. The BPC will apply any relevant discounts at the time of processing your application fee.

Please complete this section carefully.
This application will not be granted if you do not authorise the correct fee.

Payment method

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 G

Your signature

☐ I understand that the BPC may request more information to help it decide whether to grant this application for renewal as a registered building practitioner.

☐ I acknowledge that it is an offence to make any false or misleading statement or provide any false or misleading information to the Building and Plumbing Commission in relation to this application (Section 246 of the *Building Act* 1993).

☐ I am authorised to apply for registration renewal on behalf of this company.

Name of a director of the company

Signature of above director

Date of signature

/ /

Part H

Declaration

Each director of the company seeking registration is required to complete and sign a separate Declaration form to ensure they meet the requirements for registration.

Download the relevant Declaration Form to complete from the BPC website.

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, your 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**.