

Director's Declaration

Please complete and submit a declaration for each director of the company seeking registration.

How to submit your declaration

Please complete and sign your declaration. and attach to the company registration application form and submit to the Building and Plumbing Commission.

Each director of the company applying for registration must complete a separate declaration form. Additionally, each director will be required to complete a criminal history check.

Part A: About You (the Director)

The BPC must be satisfied:

- each director of the company applying to be registered as a building practitioner, and
- the company is fit and proper having regard to the personal and financial probity requirements set out in sections 171D and 171E of the Building Act 1993.

To assist the BPC in assessing whether you are a fit and proper person, you must answer all of the questions in Part B and Part C of this form.

If you do not answer all of the questions, your application may be returned to you or refused.

First name

Surname

Company name

Date of birth

Australian Company Number (ACN)

Email

Contact number

Director's Identification Number (DIN)

For information regarding DINs, please see the [Australian Business Registry Services website](#).



Are you registered as a building practitioner in Victoria? Yes No

Category / Class Registration number

Expiry date of registration

Category / Class Registration number

Expiry date of registration

Category / Class Registration number

Expiry date of registration

Part B: Declaration

	Yes	No
1. Have you, within the last 10 years, been convicted or found guilty (whether in Victoria or outside of Victoria) of any offence involving fraud, dishonesty, drug trafficking or violence where that offence is punishable by imprisonment for 6 months or more?		
2. Have you, 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?		
3. Have you, 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 person to renew the registration, licence, approval, certificate or other authorisation.		
4. Have you, within the last 10 years, been convicted or found guilty of an offence (whether in Victoria or outside Victoria, against:		
(a) section 10, 11, 12, 17, 19 or 21 of the Fair Trading Act 1999?		
(b) section 53, 55, 55A, 56, 58, or 60 of the Trade Practices Act 1974 (Cth)?		
(c) section 29, 33, 34, 35, 36, 50, 151, 157, 158, or 168 of the Australian Consumer Law (Victoria)?		
(d) section 29, 33, 34, 35, 36, 50, 151, 157, 158, 168, or Schedule 2 of the Competition and Consumer Act 2010 (Cth)?		



	Yes	No
5. Have you, 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 have not been complied with within the period required by court or VCAT:		
(a) the Building Act 1993 or Regulations under that Act?		
(b) the Domestic Building Contracts Act 1995 or the Regulations under that Act?		
6. Are you, or have you ever been an insolvent under administration?		
7. Are you currently, or have you ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001?		
8. 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 you work as a building practitioner in Victoria or in an equivalent occupation in the building and construction industry in another State or Territory?		
9. Do you have any outstanding:		
(a) judgement 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?		
(b) judgement debt for an amount owed to the BPC as a debt due under the Act that has not been satisfied within the period required for satisfaction of that debt?		
(c) judgement 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?		
(d) any amount payable under any dispute resolution order (within the meaning of the Domestic Building Contracts Act 1995) or a Victorian Civil and Administrative Tribunal (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?		
(e) unpaid adjudicated amount due to be paid under the Building and Construction Industry Security of Payment Act 2002 if:		
(i) the period for making an adjudication review application under that Act in relation to that amount has expired?		
(ii) the practitioner has not made an adjudication review application in relation to that amount within that period?		
10. Are you a Director of a company that has outstanding any judgement debt or unpaid amount referred to in question 9?		
11. Have you been a Director of a company that had outstanding any judgement debt or unpaid amount referred to in question 9 above at the time you were a Director?		



If you answered Yes to any of the questions above, please provide details here.

What were the offences or breaches?

When did the event occur?

In which State or Territory did the event occur?

What were the circumstances of the event?

What penalty did you receive?

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

If you need more room, please attach an additional page.



	Yes	No
12. Have you performed any of the following roles for a company (or companies) within two years before the company (or companies) going into external administration?		
(a) Director		
(b) Secretary		
(c) Influential person		

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 question 12, please complete an External Administration Declaration Form, available on the BPC website. If the response relates to multiple companies, please complete separate forms for each company.

If you answered No to the declaration above, continue to Part C of this application form.

Part C: Excluded Persons

The BPC cannot grant an application for company registration if a director of 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, please answer all of the following questions. If you do not answer all of the questions, the BPC may refuse or return your application.

	Yes	No
1. Are you currently disqualified by an order of a disciplinary body (for example, the Building Appeals Board, Victorian Civil and Administrative Tribunal (VCAT) or the BPC) from applying for registration?		
2. Have you previously held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have you been disqualified from applying for a new registration, and the disqualification period has not ended?		
3. Have you previously held a similar registration in another jurisdiction (for example a State or Territory) that was cancelled due to disciplinary action and either:		
(a) the disqualification period has not ended?		
(b) it is less than 2 years after the day the cancellation occurred if you were not disqualified?		
4. Have you applied for a building practitioner registration in Victoria, or similar registration in another jurisdiction, within the last 2 years and the application was refused because you provided false and misleading information?		
5. Has an associate held a building practitioner registration in Victoria that was cancelled by a disciplinary body, or have they or you, been disqualified from applying for a new registration, and the period of disqualification has not ended?		



	Yes	No
6. Has an associate previously held a similar registration in another jurisdiction that was cancelled due to disciplinary action taken by a disciplinary body and either:		
(a) the disqualification period has not ended?		
(b) it is less than 2 years after the day the cancellation occurred if they were not disqualified?		
7. Are you a represented person under the Guardianship and Administration Act 1986?		

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

Associate means, someone who exercises significant control over you or your business.

Part D: 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 provided. Upon completion, fill out the declaration below.

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

Part E: Your Signature

By signing this, I declare that:

- I am a director of the company named in Part A of this form.
- the information contained in this application, including attachments, is true and correct.

Name of the director of the company

Signature

Date of Signature

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 in relation to an application for registration, 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 are likely to refuse your application.



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), 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 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 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.

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