

# 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

#### 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.

#### Or in person at the BPC:

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



**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
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Registration category and class	Registration number	Registration expiry date
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Registration category and class	Registration number	Registration expiry date
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#### 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**

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(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?

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## 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 <i>Fair Trading Act</i> 1999?		
ii. section 53, 55, 55A, 56, 58 or 60 of the <i>Trade Practices Act</i> 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 <i>Competition and Consumer Act</i> 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 <i>Building Act</i> 1993 or regulations under that Act?		
ii. <i>Domestic Building Contracts Act</i> 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?		



**Yes**

**No**

(c) Does the company have outstanding:

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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?

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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?

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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?

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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?

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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?

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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?		





## 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.

If your company is registered in the category and class of Domestic Builder (Unlimited), Domestic Builder (Manager), Domestic Builder (Limited) or Project Manager (Domestic):

Attach written proof that your company is eligible to purchase Domestic Building Insurance. The letter of eligibility must be issued no more than four months before the registration expiry date. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

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

You are not required to provide proof of insurance.

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.

The insurance must cover your company for the period **up to and including the registration expiry date**.

When you receive your company's 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.

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.

The 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 / LETTER OF ELIGIBILITY IS OUT OF DATE OR DOES NOT MEET THE REQUIREMENTS SET OUT ON THIS PAGE.**



## Insurance Requirements

The insurance policy (or letter of eligibility to purchase domestic building insurance) must comply with the *Building Act 1993* and the relevant Ministerial Order. Refer to the Ministerial Orders on the [BPC website](#) to ensure you understand the requirements that the policy must meet.

### Policy details

Director / Partner

Policy Number

Entity that is insured

Insurance Provider

Commencement date of insurance

Expiry date of insurance

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## 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 eligible for a discount. The BPC will apply any relevant discounts at the time of processing your application fee.





## 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](http://www.bpc.vic.gov.au/privacy).