

Application Form

Building Practitioner Registration Renewal

(Natural Person)

Checklist

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

Part A: What we need to know about you

Part B: Renewal category and class

Part C: Declaration

Part D: Complete your Criminal History Check via our online provider

Part E: Insurance

Part F: Renewal fee and payment method

Part G: Photo Identification

Part H: Your signature

Remember:

- Use this form to renew your personal registration. Do not use this form to apply to renew a company registration.
- A separate application form must be used for each category/class of registration you are 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 50 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 your registration.

How to submit your application

Please fill out, sign 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

* Information you must supply

What we need to know about you (the applicant)

Title:*

Mr

Mrs

Ms

Miss

Other

First name*

Middle name:

Surname*

Date of birth*

Your contact details

Email*

Mobile Number*

Home telephone number

Your residential 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

Your business details (if applicable)

Your business address (will be listed in the public register once your application has been granted)

Street no. and name*

Suburb*

State*

Postcode*

Business email

Fax number

Business telephone



Partnerships*

Are you carrying out, or intending to carry out, work as a partner in a business partnership? YES NO

If YES, have each partner complete a separate **Partner Declaration** and submit along with this application.

Partnership name

ABN:

Partnership trading name

Name of each partner*

Their email address*

Part B

Renewal Category and Class

Specify your building practitioner number and the category and class in which you seek to renew:

Registration category and class

Registration number

Registration expiry date

Important

- You must complete a separate form for each registration that you hold.
- You must lodge your application to renew at least 3 months before your registration is due to expire.



Part C

Declaration

You must truthfully answer all of the following questions by ticking the appropriate boxes.

Excluded persons

If you are an 'excluded person' as defined in 171F of the *Building Act*, then your application for registration **cannot be granted**. To assist the BPC in assessing your application, please answer the following questions. If you do not answer all of the questions, this will delay the determination of your application.

Yes

No

(a) Are you or an associate¹ currently disqualified by an order of a disciplinary body² from applying for registration?

(b) Have you or an associate previously held a building practitioner registration within Australia or outside Victoria that was cancelled due to disciplinary action, and you or your associate are:

i. currently disqualified from applying for registration?

ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified?

(c) Have you applied for a building practitioner registration in Victoria, or a similar registration³ in another jurisdiction within the last two years and the application was refused because you provided false and misleading information?

(d) Are you a represented person under the *Guardianship and Administration Act 1986*?

Personal Probity

Yes

No

Within the last 10 years (whether in Victoria or outside Victoria):

(a) Were you convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence?

(b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?

(c) Did you have any registration, licence, approval, certificate or other type of authorisation as building practitioner suspended or cancelled for any reason other than your failure to renew this authorisation?

¹ Associate means someone who exercises significant influence over you or your business

² Meaning the Building Practitioner Board, Building Appeals Board, Victorian Civil and Administrative Tribunal or the BPC

³ Similar registration means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that corresponds to a relevant registration



(d) Were you convicted or found guilty of an offence⁴ involving:

- i. misleading conduct in relation to goods or services
- ii. false or misleading representation in relation to goods or services
- iii. bait advertising
- iv. accepting payment without intending or being able to provide services or goods within the last 10 years (whether you were in Victoria or outside Victoria)

(e) Has a court or the Victorian Civil and Administrative Tribunal (VCAT) subjected you to an order that you failed to comply with within the period required by the court or VCAT, where the order was issued under:

- i. the *Building Act 1993* or regulations under that Act?
- ii. the *Domestic Building Contracts Act 1995* or the regulations under that Act?

Financial Probity

You must truthfully answer all of the following questions by ticking the appropriate box.

Yes

No

(a) Are you, or have you ever been, an insolvent under administration?

(b) Are you, or have you ever been, disqualified from managing corporations⁵?

(c) Has an insurer ever declined, canceled, or imposed special conditions on any indemnity insurance related to your work as a building practitioner in Victoria or in an equivalent building occupation on another State or Territory?

(d) Do you (personally or as a company director) have any outstanding judgement debt:

- i. for amounts recoverable by an insurer under a policy of insurance for domestic building work⁶ that has not been satisfied within the period required to do so?

⁴ Offences as defined in the following legislation: section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*, section 53, 55, 55A, 56, 58, or 60 of the *Trades Practices Act 1974 (Cth)*, section 29, 33, 34, 45, 36, 50, 151, 157, 158 or 168 of the *Australian Consumer Law (Victoria)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of *Schedule 2 to the Competition and Consumer Act 2010 (Cth)*.

⁵ Under Part 2D.6 of the *Corporations Act 2001*

⁶ Referred to in section 137B of the *Building Act 1993*



Financial Probity (*continued*)

Yes

No

ii. owed to the BPC as a debt due under this Act that has not been satisfied within the period required to do so?

iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?

(e) Do you (personally or as a company director) have any outstanding amounts payable, either under a dispute resolution order⁷ or a Victorian Civil and Administrative Tribunal order in relation to a domestic building dispute, that has not been paid within the period required by the order?

(f) Do you (personally or as a company director) have any outstanding 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 the Act for that amount has expired, and

ii. an adjudication review application in relation to that amount was not lodged?

(g) Have you ever been the director of a company when that company had any outstanding judgement debt or unpaid amount referred to in paragraph (d) and (e) and (f) above?

If you answered **YES** to any of the questions relating to personal probity or financial probity, please provide details here:

1) What were the offences or breaches?

2) When did the event occur?

⁷ Within the meaning of the *Domestic Building Contracts Act 1995*



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 require more room, please attach an additional page under the heading 'Personal/Financial Probity'.



Yes

No

You must truthfully answer all of the following questions by ticking the appropriate box.

(h) Have you performed any of the following roles for a company (or companies) within two years of that company (or companies) going into external administration?

- Director
- Secretary
- Influential person

Definitions

'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 the declaration above, please complete the **External Administration Declaration form**. If the declaration relates to multiple companies, please complete separate forms for each company.

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

Criminal History Check

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

Part E

Proof of Insurance

Attach written proof that you are 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.

You are not required to provide proof of insurance.

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

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

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 registration if you are no longer covered by the required insurance.



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.

Remember!

The policy must comply with the Ministerial Order. Amongst other requirements it must not exclude liability for loss or damage arising out of or concerning work as defined in the *Building Act 1993* in the state of Victoria.

The BPC may immediately suspend your registration if you cease to be covered by the required insurance.

If your policy is renewed before your annual fee and insurance check is due, please provide updated proof of your insurance cover to the BPC by email at **buildingreg@bpc.vic.gov.au**.

Policy details

Director / Partner

Sole Trader

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)** - \$1,142.90*

Applying to renew as a **Commercial Builder (Unlimited)** or **Domestic Builder (Limited)** - \$914.30*

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** - \$731.50*

Applying to renew as a **Domestic Builder (Unlimited)** - \$1,485.70*

Applying to renew as a **Commercial Builder (Unlimited)** or **Domestic Builder (Limited)** - \$1,257.10*

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** - \$1,074.30*

If you are unsure of the expiry date, check the public register on the **BPC website**.

THIS APPLICATION WILL NOT BE GRANTED IF YOU DO NOT AUTHORISE THE CORRECT FEE.

Please note: The BPC does not accept cash.

Name of cardholder	Amount	
Card number		Card expiry
		/
Signature of cardholder	Date of signature	CVV



Part G

Photo Identification Form

Your details

First name

Last name

Your date of birth

/ /

You must provide a photo of yourself with your application.

- ☐ Print your name on the back
- ☐ Affix photo in the space below with double sided tape
- ☐ Do not place tape or staples on the front of the photo

The photo must be:

- In colour
- Less than six months old
- 4.5-5cm in height and 3.5-4cm in width without a border
- Good quality gloss prints on photo paper

In the photo, you must:

- Be in sharp focus
- Have a plain, light-coloured background
- Be uniformly lit (no shadows or reflections)
- Look directly at the camera
- Not have hair or garments covering your face
- Have a neutral expression (not laughing, smiling or frowning)





Verify Your Identity

You are required to verify your identity as part of your application process. To do this, you will need to provide two identity documents from the appropriate categories (see Evidence of Identity Documents below).

All identity documents provided to the BPC must be certified photocopies. A certified photocopy is a photocopy of an original document that has been verified as being a true photocopy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

How to Certify Copies of Identity Documents

- Make a copy of the original identity document.
- Take the original document and your copy to the certifier. A list of people authorised to certify documents can be found in the link above.
- They will check your copy is the same as the original.
- On a single-page document, the certifier must write or stamp, 'This is a certified true copy of the original as sighted by me'.
- On documents with more than 1 page, the certifier must write or stamp 'I certify this and the following [number of pages] pages to be a true copy of the original as sighted by me' on the first page and initials all other pages.

Evidence of Identity Documents

To verify your identity, you must provide **certified photocopies** from the following:

- One document from Category A and one document from Category B; or
- Two documents from Category A

At least one of the identity documents must contain your photograph.

If your identity documentation is under different names, you will need to provide one document from the Difference in Name Documentation section.



Identity Documents - please provide:	Tick if document provided
Category A (one document)	
Australian photo drivers licence or learner permit photo card	
Australian Passport	
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not acceptable)	
Immicard issued by the Department of Home Affairs	
Australian Naturalisation or Citizenship Certificate	
Victorian marine licence photo card	
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	
Category B (one document)	
Medicare card	
Working with Children's Check card	
Australian Proof of Age card	
Australian Keypass card	
Australian Defence Force photo identity card (excluding civilian staff)	
Department of Veteran Affairs card	
Pensioner Concession card	
Difference in name documentation	
Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia	



Part H

Your signature

It is an offence under section 246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration. This offence carries a maximum penalty of 60 penalty units.

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. By signing this, I declare that I have read and understood how the BPC manages my personal information and the **BPC's Privacy Collection notice**, as stipulated below on the final page of this document.

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

This check box relates to public liability insurance and professional indemnity insurance. I am covered by the required insurance, and the policy does not exclude liability for loss or damage arising out of, or concerning, building work as defined in the *Building Act 1993* in the State of Victoria.

Signature of applicant

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 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.