

Application Form

Plumbing Registration (Non-Apprentice)

Drainage, Gasfitting, Irrigation (non-agricultural), Mechanical Services, Roofing (Stormwater), Sanitary and Water Supply work

How to apply

Step 1

Please provide:

- Industry qualifications
- Experience & technical reference(s)
- Photo ID and declarations
- Payment authorisation

Step 2

The BPC will:

- Review your application
- Assess your knowledge and experience
- May invite you to attend a relevant exam(s)
- Make a decision on your application
- Notify you of your outcome

How to submit your application

Please complete, sign and submit your application.

By mail:

Building and Plumbing Commission
GPO Box 536 Melbourne VIC 3001

By email:

plumbingreg@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. Do not send links to private file sharing locations such as Google Drive or Dropbox.

Or in person at the BPC:

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



Part A: About You (the applicant)

Title:*

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

* Information you must supply

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

Any current registrations

Are you currently registered or licensed in a BPC plumbing class?

☐ Yes ☐ No

If Yes, enter your plumbing practitioner ID number:

Any other licences and/or registrations?

Are you currently authorised to perform plumbing work outside of Victoria?

☐ Yes ☐ No

If Yes, complete below:

Registration/Licence Type	State/Territory	Date First Issued	Registration/Licence Number
Example: Plumber - Occupational licence	QLD	01/01/2019	#####



Classes you are applying for

☐ Drainage work	☐ Mechanical Services work	☐ Sanitary work
☐ Gasfitting work	☐ Roofing (stormwater) work	☐ Water Supply work
☐ Irrigation (non-agricultural) work		

Part B: Education

For each qualification that you hold below, please complete and attach **certified photocopies** of:

- The qualification, issued by the University, TAFE, or Registered Training Organisation, and
- Your official record of results stating the units of competency/subjects.

A 'certified photocopy' of an original document is a photocopy that has been verified as being a true photocopy of an original document. Click [here](#) for a list of people who can certify a document for you.

1	Name of qualification	Institution (TAFE, University, RTO)	Year completed	Copy of qualification	Copy of results
	Certificate III in Plumbing			☐	☐
	Certificate III in Roof Plumbing			☐	☐
	Certificate II in Drainage			☐	☐
	Certificate II in Urban Irrigation			☐	☐
Other Australian Plumbing qualification (please specify):					
				☐	☐
				☐	☐



2	Have you successfully completed any of the following safety training?	Institution (TAFE/University/RTO)	Year completed	Copy of results
	Provide first aid (or equivalent)			☐
	Work safely on roofs / Work safely at heights			☐
	Operate elevated work platforms			☐
	Install trench support			☐

3	Do you hold the following licence?	Licence no.	Issue date	Licence
	WorkSafe Construction Induction Card (White or Red card)			☐

Part C: Experience

Please use these sections to tell us about your experience in general plumbing work.

For each class of general plumbing applied for, you will need to complete the sections outlined below. BPC will return your application if it is incomplete or does not have enough detail, or request further information.

Sections you need to complete

Section	Instruction
General knowledge and skill statement	Complete General Knowledge & Skills (page 5)
Class knowledge and experience statement	Complete the relevant section(s) as below
If applying for...	You must complete...
Water supply work	Water supply work (pages 5-6)
Irrigation (non-agricultural) work	Irrigation (non-agricultural) work (page 7)
Drainage work	Drainage work (page 8)
Gasfitting work	Gasfitting work (pages 9-10)
Mechanical Services work	Mechanical Services work (pages 10-11)
Roofing (stormwater) work	Roofing (stormwater) work (pages 12-13)
Sanitary work	Sanitary work (pages 13-14)



General Knowledge & Skills

		Yes	No
National Construction Code (NCC)			
Do you understand the difference between a Deem-to-satisfy (DTS) and Performance Solution as outlined in the NCC?		☐	☐
Reading plans and drawings			
Can you read and interpret:	Site, building, and property plans	☐	☐
	Plumbing drawings	☐	☐
	Australian plumbing symbols	☐	☐
	The Plumbing Regulations	☐	☐
Welding experience			
Do you have welding experience in any of the following:	Oxy-acetylene welding (including silver soldering)	☐	☐
	Manual arc welding	☐	☐
	Arc welding	☐	☐
	Welding polymer pipes using fusion method	☐	☐

Water Supply work

		Yes	No
Knowledge of Australian standards and guidelines			
Can you read, interpret, and apply the information in the following standards and guidelines:	AS/NZS 3500.0:21	☐	☐
	AS/NZS 3500.1:2021	☐	☐
	AS/NZS 3500.4:2021	☐	☐
Do you have access to these standards and guidelines?		☐	☐
Years of experience			
How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class		
	In another Australian State or Territory		
	Overseas		
	Total years experience		



	Yes	No
Area of Experience (AoE) 1 - Installation, pressure test, and repair of hot and cold water fixtures		
Hot and cold drinking water taps	☐	☐
Drinking fountains	☐	☐
Taps	☐	☐
Mixer taps	☐	☐
Shower heads	☐	☐
Washing machine outlet	☐	☐
Dishwasher / glass washer outlets	☐	☐
Shower mixer or taps	☐	☐
Water filters	☐	☐
Connections to laundry troughs	☐	☐
Boiling and chilled water units	☐	☐
Drinking fountains	☐	☐
Taps	☐	☐
Area of Experience (AoE) 2 - Installed and pressure tested hot and cold-water services		
Solar hot water systems	☐	☐
Electrical hot water systems	☐	☐
Gas hot water systems	☐	☐
Grey water systems	☐	☐
Area of Experience (AoE) 3 - Fire protection (restricted)		
Installed domestic and residential safety sprinkler systems in buildings up to four storeys	☐	☐
Fabricated and installed hydrant and hose reel systems	☐	☐
State any other relevant experience		



Irrigation (non-agricultural) work

Yes	No
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Knowledge of Australian standards and guidelines

Can you read, interpret, and apply the information in the following standards:	AS/NZS 3500.0:21	☐	☐
	AS/NZS 3500.1:2021	☐	☐
	AS/NZS 3500.4:2021	☐	☐
Do you have access to these standards?		☐	☐

Years of experience

How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class	
	In another Australian State or Territory	
	Overseas	
	Total years experience	

Area of Experience (AoE) 1 - Designed domestic irrigation systems

Designed domestic irrigation systems	☐	☐
Tested water pressure and flow rates and the impact of different readings on the non-agricultural irrigation system design	☐	☐
Identified appropriate use of alternative water supplies for non-agricultural irrigation and/or requirements for fertiliser injectors	☐	☐

Area of Experience (AoE) 2 - Installed, repaired, and tested non-agricultural irrigation systems

Installed and commissioned a new non-agricultural irrigation system	☐	☐
Repair, altered, and maintained an existing non-agricultural system	☐	☐
Connected non-agricultural irrigation systems from water supply incorporating backflow protection connection requirements	☐	☐

Area of Experience (AoE) 3 - Installed, repaired, and tested non-agricultural irrigation systems

Installed domestic irrigation pumps	☐	☐
Commissioned domestic irrigation pumps	☐	☐

State any other relevant experience



Drainage work

		Yes	No
Knowledge of Australian standards and guidelines			
Can you read, interpret, and apply the information in the following standards:	AS/NZS 3500.0.2021	☐	☐
	AS/NZS 3500.2:2021	☐	☐
	AS/NZS 3500.3.2021	☐	☐
	AS/NZS 1546.1-2008	☐	☐
	AS/NZS 1547:2012	☐	☐
Do you have access to these standards?		☐	☐
Years of experience			
How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class		
	In another Australian State or Territory		
	Overseas		
	Total years experience		
Area of Experience (AoE) 1 - Laid stormwater and sanitary drains			
Identified drainage systems and easement requirements using a plan		☐	☐
Installed drains ensuring use of adequate drain support methods		☐	☐
Installed drainage vents and/or inspection shafts		☐	☐
Repaired and replaced and/or cut and sealed below ground drains		☐	☐
Installed overflow provisions, including overflow relief gullies and/or sewerage reflux valves		☐	☐
Located and cleared blockages in below ground drains		☐	☐
Area of Experience (AoE) 2 - Install, connect, and test underground sewage treatment systems			
Installed onsite disposal systems, such as septic tanks		☐	☐
Pressurised treatment systems		☐	☐
Area of Experience (AoE) 3 - Install onsite wastewater treatment systems			
Grease traps		☐	☐
Neutralising tanks		☐	☐
Oil/petrol interceptors		☐	☐
Mixing and/or settling tanks		☐	☐
Straining or split pits		☐	☐
Sewage macerator pumps		☐	☐



State any other relevant experience

Gasfitting work

Yes	No
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Knowledge of Australian standards and guidelines

Can you read, interpret, and apply the information in the following standards:	AS/NZS 5601.1:2022	☐	☐
	AS/NZS 5601.2:2022	☐	☐
Do you have access to these standards?		☐	☐

Years of experience

How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class	
	In another Australian State or Territory	
	Overseas	
	Total years experience	

Area of Experience (AoE) 1 - Prepared to install type A gas appliances

Used a site or building plan to identify gas lines, appropriate locations and clearances for installing type A gas appliances	☐	☐
Read, interpreted, and applied manufacturer specifications for installing type A gas appliances	☐	☐
Installed and tested gasfitting lines	☐	☐

Area of Experience (AoE) 2 - Installed and commissioned type A gas appliances

Hot water services	☐	☐
Hot water solar assisted services	☐	☐
Space heaters	☐	☐
Ducted heating units	☐	☐
Gas ovens and cooktops	☐	☐
Barbeques (BBQs)	☐	☐



	Yes	No
Area of Experience (AoE) 3 - Made provision for adequate ventilation when installing or replacing type A gas appliances		
Used carbon monoxide testing equipment to check appliance for spillage	☐	☐
Calculated natural ventilation requirements for gas appliances	☐	☐
Area of Experience (AoE) 4 - Installed flues through ceilings and roofs		
Installed flues through ceilings and roofs with appropriate clearances and flue termination	☐	☐
Area of Experience (AoE) 5 - Installed & commissioned LPG gasfitting lines and / or appliances		
Marine craft	☐	☐
Caravans	☐	☐
Hot water services	☐	☐
Hot water assisted services	☐	☐
Space heaters	☐	☐
Ducted heating units	☐	☐
Gas ovens and cooktops	☐	☐
Barbeques (BBQs)	☐	☐
State any other relevant experience		

Mechanical Services work

	Yes	No	
Knowledge of Australian standards and guidelines			
Can you read, interpret, and apply the information in the following standards:	AS/NZS 2896:2021	☐	☐
	AS/NZS 2918:2018	☐	☐
	AS/NZS 4254.1:2021	☐	☐
	AS/NZS 4254.2:2012	☐	☐
	HB 276:2004	☐	☐
	HB 39:2015	☐	☐
Do you have access to these standards?		☐	☐



		Yes	No
Years of experience			
How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class		
	In another Australian State or Territory		
	Overseas		
	Total years experience		
Area of Experience (AoE) 1 - Installed and / or commissioned the following mechanical service			
Single head 'back-to-back' split refrigerated air-conditioning, and/or cassette systems		☐	☐
Ceiling cassette systems and add-on condenser units for ducted systems		☐	☐
Hydronic heating systems		☐	☐
Solid fuel heaters		☐	☐
Ducted and/or space heating units and associated ductwork		☐	☐
Extraction or ventilation systems and associated ductwork		☐	☐
Area of Experience (AoE) 2 - Fabricated and installed solid and/or flexible ductwork			
Fabricated and installed solid ductwork		☐	☐
Fabricated and installed flexible ductwork		☐	☐
Area of Experience (AoE) 3 - Installed, maintained, and tested medical gas systems			
Installed, maintained, and tested medical gas pipe systems		☐	☐
Commissioned and tested medical gas regulators, manifolds and outlet points		☐	☐
Serviced and maintained medical gas equipment		☐	☐
Area of Experience (AoE) 4 - Installed roof flashing for any pipe and / or ductwork associated with mechanical systems			
Installed roof flashing for pipes associated with mechanical systems		☐	☐
Installed roof flashing for ductwork associated with mechanical systems		☐	☐
Area of Experience (AoE) 5 - Welded mechanical services pipes			
Welded mild steel pipes		☐	☐
Welded steel flanges onto steel pipes		☐	☐
Braze brass flanges onto copper pipes		☐	☐
State any other relevant experience			



Roofing (stormwater) work

		Yes	No
Knowledge of Australian standards and guidelines			
Can you read, interpret, and apply the information in the following standards:	AS/NZS 3500.3.2021	☐	☐
	HB 39:2015	☐	☐
	HB 114:1998	☐	☐
Do you have access to these standards?		☐	☐
Years of experience			
How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class		
	In another Australian State or Territory		
	Overseas		
	Total years experience		
Area of Experience (AoE) 1 - Prepare to install, repair or replace metal roof coverings			
Calculated the amount of roofing materials required to install roofings systems from a plan		☐	☐
Calculated the amount of roofing materials required to install roofing systems for an existing structure		☐	☐
Removed old roofing components from an existing structure		☐	☐
Area of Experience (AoE) 2 - Installed, repaired or replaced metal roof covering			
Corrugated iron		☐	☐
Flat deck tray (i.e., Traydek/Trimdek/Klip-lok etc.)		☐	☐
Area of Experience (AoE) 3 - Installed, replaced, and tested flashing			
Barge capping		☐	☐
Soaker		☐	☐
Outlets		☐	☐
Overflows		☐	☐
Step flashing		☐	☐
Area of Experience (AoE) 4 - Fabricated, installed, replaced, and tested roof drainage system			
Valley gutters		☐	☐
Eaves gutters		☐	☐
Downpipes (including offsets, spreaders, and fixings)		☐	☐
Box gutters (including overflow measures, sumps, and rainwater heads)		☐	☐



	Yes	No
Area of Experience (AoE) 5 - Installed flashing for penetrations to fixtures		
Vent pipes	☐	☐
Skylights	☐	☐
Air-conditioning units	☐	☐
Flues	☐	☐
Exhaust fans	☐	☐
Roof vents	☐	☐
Area of Experience (AoE) 6 - Installed and fabricated downpipe components for rainwater tanks		
Inlet downpipes	☐	☐
Flushing devices for rainwater tanks, including above ground drain outlet overflow connections	☐	☐
State any other relevant experience		

Sanitary work

	Yes	No	
Knowledge of Australian standards and guidelines			
Can you read, interpret, and apply the information in the following standards:	AS/NZS 3500.0:2021	☐	☐
	AS/NZS 3500.2:2021	☐	☐
Do you have access to these standards?	☐	☐	
Years of experience			
How many years of experience do you have carrying out this class of work:	In Victoria under a licensed plumber in this class		
	In another Australian State or Territory		
	Overseas		
	Total years experience		



	Yes	No
Area of Experience (AoE) 1 - Planned and installed the layout of a residential sanitary system		
Calculated the sanitary materials required to install from a plan	☐	☐
Calculated the sanitary materials required to install for an existing system	☐	☐
Removed old sanitary components from an existing system	☐	☐
Fabricated and installed sanitary stacks	☐	☐
Area of Experience (AoE) 2 - Installed, repaired, replaced, and tested vents		
Installed vents entering roof penetrations	☐	☐
Installed vents entering wall penetrations	☐	☐
Conducted watertight testing on penetrations	☐	☐
Installed air admittance devices	☐	☐
Area of Experience (AoE) 3 - Installed, repaired, replaced, and tested pipework		
Installed suspended pipework for sanitary fixtures	☐	☐
Cut and connected into existing pipework for addition fixtures	☐	☐
Installed waste pipes for basins, sinks, toilets, including pipework for greywater and/or blackwater systems	☐	☐
Area of Experience (AoE) 4 - Installed and connected sanitary fixtures, including sanitary pumps		
Installed and connected sanitary fixtures	☐	☐
Installed and connected sanitary pumps	☐	☐
Area of Experience (AoE) 5 - Cleared and repaired sanitary drain blockages		
Located and cleared blockages	☐	☐
Relined pipes	☐	☐
State any other relevant experience		

Part D: Technical Referee Report

With your application please submit at least one Technical Referee Report - [download here](#). Your referee should be licensed in the class(es) applied for and have directly supervised you carrying out the work listed above. You may need more than one referee to cover all classes of plumbing work.



Part E: Employment History

Please provide your plumbing employment history and supervisors' details.

☐ I am not currently employed

Current employer

Employer/supervisor name

Position/title

Dates of employment

From

Address of employer

Street no. and name

Suburb

State

Postcode

Employer phone number

Plumbing practitioner ID number

Previous employer

Employer/supervisor name

Position/title

Dates of employment

From

To

Address of employer

Street no. and name

Suburb

State

Postcode

Employer phone number

Plumbing practitioner ID number

If you have further employment history, please attach an additional page.

Part F: Criminal History Check via Online Provider

To support your application, we require you to undertake a criminal history check via our online provider. Once we receive this application we will send you an email, containing a secure link to enable you to complete the criminal history check application quickly and efficiently.



Part G: Declaration

	Yes	No
1. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence?	☐	☐
2. Have you been convicted of an offence under any law regulating plumbing work or specialised plumbing work?	☐	☐
3. Have you had your authorisation to carry out plumbing work or specialised plumbing work suspended or cancelled for any reason other than failure to renew that authorisation?	☐	☐
4. Are you or have you ever been an insolvent under administration (i.e., undischarged, bankrupt, or a person who has entered into an arrangement/ agreement under the Bankruptcy Act 1966 or the equivalent in another jurisdiction)?	☐	☐
5. Have you ever been convicted of an offence against:		
a) the Fair Trading Act 1985?	☐	☐
b) the Fair Trading Act 1999?	☐	☐
c) the Trade Practices Act 1974?	☐	☐
d) the Australian Consumer Law (Victoria)?	☐	☐
e) the Competition and Consumer Act 2010 (Cwlth)?	☐	☐
6. Are you currently disqualified from acting as a licensed or registered plumber (or equivalent occupation that is regulated)?	☐	☐

If you answered Yes to any of the above questions, 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 require more room, please attach an additional page under the heading 'Personal Probity'.



Part H: Photo Requirements

You are required to provide a photo and supporting identification if your last photo was provided to us more than three years ago.

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph and the classes of plumbing work you are authorised to perform.

If you are submitting your application via email, please attach a photo with your application. If you are submitting your application via post or in person, please follow the instructions below.

- ☐ Print your name on the back
- ☐ Affix photo in the space below with double sided tape
- ☐ Do not place any 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](#).

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 provided 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 driver's 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 accepted)	☐
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 Veterans 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 I: Your Signature

It is an offence under section 221V 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 50 penalty units.

By signing this:

- I declare that the information contained in this application, including attachments, is true and correct.
- I consent to the BPC disclosing any information provided in support of this application, including additional information provided prior to the determination of this application, for the purpose of verifying that information.
- I declare that I have read and understood how the BPC manages my personal information and the **BPCs Privacy Collection notice**, as stipulated on the final page of this document.

Signature

Date of signature



Part J: Fees

The maximum fee is **\$482.60** and includes:

- **\$66.30** application fee payable upon submission.
- **\$416.30** three-year registration fee payable upon approval for your first BPC plumbing registration.

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

\$482.60

Card number

Card expiry

/

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 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, our 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.