

Application Form

Plumbing Registration (Apprentice) - Completed

Refrigerated Air-conditioning work

How to apply

Step 1

Please provide:

- Industry qualifications
- Photo ID and declarations
- Payment authorisation

Step 2

The BPC will:

- Review your application
- Assess your knowledge and experience
- 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	#####



Part B: Education

For each qualification that you hold below, please provide a copy of:

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

1	Name of qualification	Institution (TAFE, University, RTO)	Year completed	Copy of qualification	Copy of results
	Certificate III in Air Conditioning and Refrigeration			☐	☐
Other relevant qualification (please specify):					
				☐	☐

2	An Electrical Licence issued by Energy Safe Victoria is a requirement for Refrigerated Air-conditioning work	Licence no.	Expiry date	Licence
	Please provide details of your Electrical Licence and attach a certified photocopy			☐

3	Do you hold the following licence?	Licence no.	Issue date	Licence
	Refrigerant Handling Licence issued by the Australian Refrigeration Council (ARC)?			☐

Please provide Australian apprenticeship or traineeship details.

Year completed: In which State or Territory:

☐ Victoria

☐ Other - Please attach a **certified photocopy** of Apprenticeship Completion Letter from your State or Territory.

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.



Samples of Required Education Documents

When you successfully complete your qualification, you are issued two documents by your training provider, which we require copies of:

- A certificate document (e.g. your Certificate III in Air Conditioning and Refrigeration)
- A Record of Results (this lists the units you completed to gain your qualification and can be multiple pages).

Not required

The Victorian Registration and Qualifications Authority (VRQA) certificate. The BPC will verify your apprenticeship details.

What if I do not have a copy of education documents?

If you do not have a copy of these documents, please contact your training provider or see the [Unique Student Identifier](#) website.

Certificate

Logo
Sample Training

This is to certify that

Alex Practitioner

Has fulfilled the requirements for

CPC300000

Certificate III in <Course name>

Achieved Through Apprenticeship Arrangements. This qualification certified herein is recognised within the Australian Qualification Framework

G. Surname
George Surname
Chief Executive Officer

Issue date: dd/mm/yyyy
Certificate number: 0000000000
RTO Number: 12345 | ABN Number: 000000000
www.sampletrainingprovider.edu.au

I hereby certify this is a true copy of the original.
Example Nurse
Reg. Nurse RN12345
15 Hospital Street
Nar Nar Goon *Example Nurse Signature*
01/01/2001

Record of Results

Logo
Sample Training Provider

Record of Results

Name of student: Alex Practitioner

Name of qualification: CPC300000 Certificate III in <Course name>

Year	Unit code	Unit name	Results
2017	CPC100001	Unit name	C
2017	CPC100002	Unit name	C
2018	CPC100003	Unit name	C
2019	CPC100004	Unit name	C
2020	CPC100005	Unit name	C
2020	CPC100006	Unit name	C
2020	CPC100007	Unit name	C

***End of

Issue date: dd/mm/yyyy
Certificate number: 0000000000

G. Surname
George Surname

I hereby certify this is a true copy of the original.
Example Nurse
Reg. Nurse RN12345
15 Hospital Street
Nar Nar Goon *Example Nurse Signature*
01/01/2001

RTO Number: 12345 | ABN Number: 000000000 | www.sampletrainingprovider.edu.au



Part C: 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 D: 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 E: 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 F: 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 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 G: 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 H: 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.