

Application Form

Plumbing Licence

Refrigerated Air-conditioning work

How to apply

Step 1

Please provide:

- Industry qualifications
- Experience
- Photo ID and declarations
- Payment authorisation

Step 2

The BPC will:

- Review your application
- Assess your knowledge and experience
- May invite you to attend 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:

If No, please visit [BPC's website](#) for steps on how to apply for registration.



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	Have you successfully completed the following common units?	Institution (TAFE/University/RTO)	Year completed	Copy of results
	Establish legal and risk management requirements of small business			☐
	Read and interpret plans and specifications			☐
	Carry out work-based risk control processes			☐
	Estimate and cost work			☐
	Access and interpret regulatory requirements for the plumbing and services industry			☐

2	Have you successfully completed the following competency units?	Institution (TAFE/University/RTO)	Year completed (dd/mm/yyyy)	Copy of results
	Maintain microbial control of refrigeration and air conditioning systems			☐
	Resolve problems in central plant air conditioning systems			☐

3	An Electrical Licence issued by Energy Safe Victoria is a requirement for this class	Licence number	Expiry date	Licence
	Please provide details of your Electrical Licence and attach a certified photocopy			☐



Part C: Experience

Experience requirements

For licence in the class of refrigerated air-conditioning work, you need the following experience:

- an apprenticeship and two years experience (after your apprenticeship); or
- six years of experience (if you have not completed an apprenticeship)

If you need more than one employer or supervisor to confirm your experience and the total years of experience required, please provide additional copies of the employer/supervisor confirmation of experience.

Employer/Supervisor confirmation of experience

The following sections must be completed by the referee and accompanies the refrigerated air-conditioning licence application form.

To be a referee you should be **licensed in refrigerated air-conditioning work**. You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about fire protection work that the applicant carried out under your supervision.

BPC uses the referee report to help determine whether an applicant meets the experience requirement to be licensed in refrigerated air-conditioning work. We may contact you to confirm the information you provide.

Details of referee

First name

Surname

Date of birth

Contact number

Plumbing practitioner number

Supervisory capacity ☐ Employer ☐ Supervisor

Are you a licensed plumber? ☐ Yes ☐ No

Details of referees employer

Name of company

Name of employer (if this is not you)

ABN/ACN

Contact number

Street no. and name

Suburb

State

Postcode

**Applicant details (for whom you are providing this report)**

First name

Surname

Information about the applicants work

Licence class(es) you are confirming experience of	Start date (mm/yy)	End date (mm/yy)	Number of days worked per week
<i>Example - Refrigerated Air-conditioning work</i>	<i>05/18</i>	<i>07/22</i>	<i>full time, 3 days</i>
Refrigerated Air-conditioning work			

Remember

The information provided in this form must be true and correct. It is an offence under section 246 of the *Building Act 1993* to give false or misleading information in relation to an application for licence. This offence carries a maximum penalty of 60 penalty units.

By signing this, I declare that the information contained in this form is complete and true to the best of my knowledge. I understand that the BPC may make enquiries to verify any of the information I have given on this form, and I consent for the information provided in this form to be shared with any third party for that purpose.

Referee first name

Referee surname

Referee signature*

Date of Signature

*We may contact you to confirm the information you provide including verifying a digital signature.



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 **\$435.30** and includes:

- **\$66.30** application fee payable upon submission.
- **\$369.00** twelve-month licence fee payable upon approval of your application, less any unused registration fees.

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

\$435.30

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.