

Application Form

Erector or Supervisor (Temporary Structures)

How to apply

Save and complete this form on your computer. Do not handwrite.

Step 1:

Please provide:

- Industry qualifications
- Project work evidence
- Technical referee report
- Criminal history check, photo ID & declarations
- Authorise payment & submit

Step 2:

The BPC will:

- Review your application
- Assess your knowledge & experience
- Conduct a reference check
- Make a decision on your application
- Notify you of the 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

Or in person at the BPC:

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



Checklist

Before you submit your application we recommend you reread What is **erector or supervisor work (temporary structures) work**? Please tick once you have completed these sections of the application form:

Part A: About you (the applicant)

Part B: Classes you seek to be registered in

Part C: Your qualifications

Part D: Your other qualifications and/or training

Part E: Your other licences and/or training

Part F: Declaration

Part G: Your Signature

Part H: Application Fee and payment method

Part I: Photo identification form (use certified photocopies **not originals**)

Part J: Complete your Criminal History Check via online provider

Part K: Building employment history

Part L: Experience

Part M: Technical Referee report

Remember, every supporting document that you submit with this application for parts **C, D, E and I** must be certified as a true photocopy of an original. **See who can certify your documents.**

Note: The information provided in and application must be true and correct. It is an offence under S221V of the *Building Act 1993* to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 60 penalty units. If you provide false or misleading information, we may refuse your application.

Part A: About You (the applicant)

Title:*

* Information you must supply

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

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

Business telephone

Partnerships

Are you carrying out, or intending to carry out, work as a partner in a partnership? No Yes

If YES, have each other partner complete a separate [Partner Declaration](#) and submit with the application form.

Partnership name* ABN

Partnership trading name*

Name of each partner* Their email address*

Let us know your current registration status

Are you currently registered as a building practitioner in Victoria in any category or class of building practitioner? No Yes

If YES, specify your practitioner number and the category and class in which you are currently registered:



Part B: What Classes Do You Seek to be Registered

Tick the class(es) you are applying for:

Temporary Structures (limited to scaffolding stages and towers) - Class 1

Temporary Structures (limited to tents and marquees) - Class 2

Part C: Your Qualifications

Have you successfully complete the following unit of competency:

Identify construction work hazards and select risk control strategies (CPCWHS3001 or CPCCWHS3001)

No

Yes - please attach a certified photocopy of your academic transcript

If you are applying for *Temporary Structures (limiting to scaffolding stages and towers)*

Do you hold a current, intermediate scaffolding licence issued by an Australian authority?

No

Yes - please attach a certified photocopy of your academic transcript

Part D: Your Other Qualifications and / or Training

Other qualifications

Have you successfully completed any other qualifications that you think is relevant to this application?

No

Yes

Other training

Have you completed any other training that you think is relevant to this application?

No

Yes

If Yes, to any of the above questions, please provide details here:

- Title of the qualification/and or training
- Name of the institution that awarded the qualification/name of training provider
- State the institution/training provider is located
- Year you completed the training

e.g. Certificate III in Work Health and Safety, Riverina Institute, NSW, February 2016

1.

2.

3.

4.

Please attach a certified photocopy of each qualification and/or training course you have listed.



Part E: Your Other Licences and / or Registrations

Do you hold a current Licence to Perform High Risk Work issued by an Australian State or Territory workplace health and safety regulator?	No	Yes
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Do you hold a current Construction Induction Card (White Card) issued by an Australian State or Territory workplace health and safety regulator?	No	Yes
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Are you currently authorised to erect temporary structures or perform any other building work outside Victoria?	No	Yes
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Have you previously been (but are not currently) authorised to erect temporary structures or perform any other building work outside Victoria?	No	Yes
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If Yes to any of the above questions, please provide details here:

- Type of licence/registration
- Name of the regulator that issued the licence/registration
- The state the regulator is located
- Date the licence/registration was first issued
- The licence/registration number

e.g. Builder - Occupational Licence, Queensland Building and Construction Commission, QLD, 1 January 2016, Licence number

1.

2.

3.

4.

Please attach a certified photocopy of each licence, registration or authorisation.



Part F: Declaration

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

Excluded persons	Yes	No
If you are an 'excluded person' as defined in 171F of the <i>Building Act</i> , then your application for registration cannot be granted . To assist the BPC in assessing the application, please answer all of the following questions. If you do not answer all of the questions, this will delay the determination of the application.		
a) Are you or an associate ¹ currently disqualified by an order of a disciplinary body ² from applying for registration?		
b) Have you or an associate previously held a building practitioner registration within Victoria or outside Victoria that was cancelled due to disciplinary action, and you or your associate are:		
i. currently disqualified from applying for registration; or		
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 registration ³ 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 <i>Guardianship and Administration Act 1986</i> ?		
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 a building practitioner suspended or cancelled for any reason other than your failure to renew this authorisation?		
d) Were you convicted or found guilty of an offence ⁴ 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		
v. harassment or coercion in connection to goods, services, payment of goods or services or the sale, grant (or possible sale or grant) of interest in land, or payment for interest in land.		

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

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 *Trade Practices Act 1974 (Cth)*, section 29, 33, 34, 35, 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)*



Personal probity <i>continued</i>	Yes	No
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 <i>Building Act 1993</i> or regulations under that Act?		
ii. the <i>Domestic Building Contracts Act 1995</i> of the regulations under the Act?		
Financial probity		
You must truthfully answer all of the following questions by ticking the appropriate box.		
a) Are you, or have you ever been, an insolvent under administration?		
b) Are you, or have you ever been, disqualified from managing corporations ⁵ ?		
c) Has an insurer ever declined, cancelled, or imposed special conditions on any indemnity insurance related to your work as a building practitioner in Victoria or in an equivalent building occupation in another State or Territory?		
d) Do you (personally or as company director) have any outstanding judgment debt:		
i. for amounts recoverable by an insurer under a policy of insurance for domestic building work ⁶ that has not been satisfied within the period required to do so?		
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 company director) have any outstanding amounts payable, either under a dispute resolution order ⁷ 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 company director) have any outstanding unpaid adjudicated amount due to be paid under the <i>Building and Construction Industry Security of Payment Act 2002</i> if:		
i. the period for making an adjudication review application under that Act for that amount has expired, and if		
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 judgment debt or unpaid amount referred to in paragraph (d) and (e) and (f) above?		



Financial probity *continued*

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?

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'.



Financial probity <i>continued</i>	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 the next section of this application form.



Part G: 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 in the case of a natural person and 300 penalty units in the case of a body corporate.

I declare that the information contained in this application, including attachments, is true and correct. 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 on the final page of this document.

Signature

Date of signature

Part H: Application Fee and Payment Method

The application fee for Erector or Supervisor (Temporary Structures) is **\$664.90**.

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

Card number

Card expiry

/

Signature of cardholder

Date of signature

CVV



Part I: Photo Identification

Photo Requirements

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

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](#).

Evidence of 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
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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 J: Criminal History Check

To support your application, we require you to undertake a criminal history check. To apply, visit the [BPC criminal history check portal](#) and follow the steps. Upon completion, fill out the declaration below.

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

Please note: You cannot provide a copy of your own criminal history check. If you do not complete the required check, your application will be returned to you. Please use the above link to ensure you are not charged for this.



Part K: Building Employment History

Employer 1*

* Information you must supply

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 1

Street no. and name

Suburb

State

Postcode

Employer 2

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 2

Street no. and name

Suburb

State

Postcode



Part L: Experience

Please complete the following experience statement, relevant to the class of Erector or Supervisor (Temporary Structures) in which you seek registration.

Section 1

Temporary Structures (limited to scaffolding, stages, and towers)

Building project work history

Please list details of relevant Temporary Structures work you have undertaken in the last seven years.

Site address	Registered building practitioner detail (Their name & registration number)	Construction details (include: Type of temporary structure, number of storeys/levels)	Permit no.	Your role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder V1 65234 V2 65234 (Class 1/Class 2)	Stage, tower, tend, marquee	#####	Supervisor	06/2019-09/2019

If you require more room, please attach an additional page.



Section 1

Temporary Structures (limited to tents and marquees)

Building project work history

Please list details of relevant Temporary Structures work you have undertaken in the last seven years.

Site address	Registered building practitioner detail (Their name & registration number)	Construction details (include: Type of temporary structure, number of storeys/levels)	Permit no.	Your role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder V1 65234 V2 65234 (Class 1/Class 2)	Stage, tower, tent, marquee	#####	Supervisor	06/2019-09/2019

If you require more room, please attach an additional page.



Section 2 - Required for each class that you have nominated

Portfolio - three building projects in detail

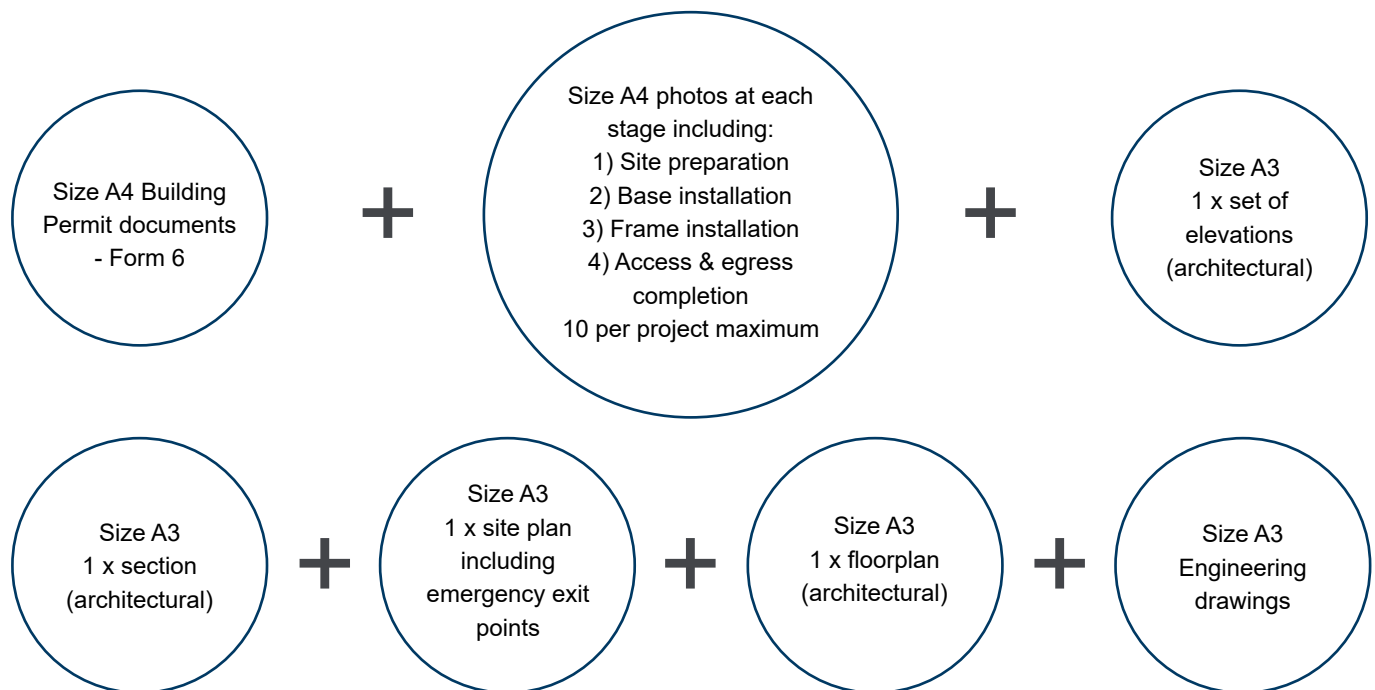
Please select three projects from your building project work that best demonstrate your experience in the relevant components of temporary structures work. You will need to provide evidence documents for each project, including technical referee(s) to verify your experience.

Instructions

1) Ensure that each project:

- Was undertaken within the last seven years.
- Shows all aspects of end-to-end erection of structure (or alternatively provide a selection of projects, which show each component of relevant temporary structure work).

2) For each project provide photocopies of the following documents:



If you do not provide the above documents, your application for registration may not be accepted.

Section 3

Temporary Structures (limited to scaffolding, stages, and towers)

Demonstrated experience

Please list the site addresses of the 3 projects you choose to demonstrate your experience with.

Project 1

Project 2

Project 3



Explanation of terms

<u>Assisted</u>	Refers to when you have assisted a competent and qualified practitioner in the carrying out of a particular component of temporary structure work.
<u>Carried out</u>	The actual hands-on carrying out of temporary structure work. It refers to when you have been solely responsible for that component of work.
<u>Managed</u>	The management of temporary structure. It refers to when you were not involved in the actual carrying out of that component. However, you as the manager/supervisor were responsible for the quality and compliance of that component of work.

Please indicate the components of temporary structure relevant to temporary structures work that you either assisted, carried out or managed in each of your chosen three building projects.

Did you assist, or manage any of the following components of building work per project?

Components of work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 1 – Apply for a permit for the work									
Obtained Form 6 permits and/or approvals from other authorities									
Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances									
Prepared contracts for temporary structures work									
Administered appropriate contracts and insurances									
Managed contract variations and defects									
Arranged/attended mandatory inspections									
Completed handover including certificates of compliance									
Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills									
Conducted business and financial aspects for projects									
Prepared cost estimates and quotations for project/part of project									
Area of Experience (AoE) 4 – Co-ordinate onsite construction works									
Developed and monitored progress schedules for the work									
Provided on-site day to day supervision of the project									
Supervised sub-contractors/trades to ensure work was conducted safely and to standard									



Did you assist, or manage any of the following components of building work per project?

Components of work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 5 – Ensure works are planned and conducted safely									
Managed site safety throughout the project									
Area of Experience (AoE) 6 – Erection works that you carried out									
Established the construction site									
Read and interpret engineers designs, plans, drawings, and specifications									
Set out the site for temporary structure works including levels									
Determined wind zones and categories for work sites									
Erected, maintained and dismantled equipment platforms									
Erected, maintained and dismantled tiered seating stands									
Erected, maintained and dismantled towers on site									
Erected, maintained and dismantled safety barriers, sky-borders and safety wings									



Section 3 *continued*

Temporary Structures (limited to tents and marquees)

Demonstrated experience

Please list the site addresses of the 3 projects you choose to demonstrate your experience with.

Project 1

Project 2

Project 3

Explanation of terms

<u>Assisted</u>	Refers to when you have assisted a competent and qualified practitioner in the carrying out of a particular component of temporary structure work.
<u>Carried out</u>	The actual hands-on carrying out of temporary structure work. It refers to when you have been solely responsible for that component of work.
<u>Managed</u>	The management of temporary structure. It refers to when you were not involved in the actual carrying out of that component. However, you as the manager/supervisor were responsible for the quality and compliance of that component of work.

Please indicate the components of temporary structure relevant to temporary structures work that you either assisted, carried out or managed in each of your chosen three building projects.

Did you assist, or manage any of the following components of building work per project?

Components of work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 1 – Apply for a permit for the work									
Obtained Form 6 permits and/or approvals from other authorities									
Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances									
Prepared contracts for temporary structures work									
Administered appropriate contracts and insurances									
Managed contract variations and defects									
Arranged/attended mandatory inspections									
Completed handover including certificates of compliance									
Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills									
Conducted business and financial aspects for projects									
Prepared cost estimates and quotations for project/part of project									



Did you assist, or manage any of the following components of building work per project?

Components of work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 4 – Co-ordinate onsite construction works									
Developed and monitored progress schedules for the work									
Provided on-site day to day supervision of the project									
Supervised sub-contractors/ trades to ensure work was conducted safely and to standard									
Area of Experience (AoE) 5 – Ensure works are planned and conducted safely									
Managed site safety throughout the project									
Area of Experience (AoE) 6 – Erection works that you carried out									
Established the construction site									
Read and interpret engineers designs, plans, drawings, and specifications									
Set out the site for temporary structure works including levels									
Determined wind zones and categories for work sites									
Determined the holding down requirements for tents and marquees									
Erected, maintained and dismantled tents and marquees (exceeding 100m2 floor area)									
Erected, maintained and dismantled tents and marquees (exceeding 100m2 floor area) not placed directly on the ground									
Installed fire protection equipment including extinguishers to standard									
Installed emergency lighting and exit signage to standard									
Installed access and egress provisions to occupancy permit requirements									
Installed sanitary facilities to occupancy permit requirements									
Installed access and amenities for people with a disability									



Part M: Technical Referee Report

With your application please submit at least one Technical Referee Report, relevant to the class of Erector or Supervisor (Temporary Structures) or work in which you seek registration. You must submit **at least one** Technical Referee Report with your application. Click here to [download](#) the relevant Technical Referee Report from BPC's website (see Erector or Supervisor, Temporary Structures Section).

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.