

# Application Form

## Project Manager (Domestic)

### 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 read [What is Project Manager \(Domestic\) 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 statement

**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 50 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 Class Do You Seek to be Registered In

Select the category of building work you seek to be registered:

Project Manager (Domestic)

## Part C: Your Qualifications

Select any of the following qualifications that you have successfully completed:

Bachelor of Construction Management and Economics from Holmesglen Institute

Bachelor of Construction Management (Honours) from Deakin University

Graduate Diploma of Construction Management from Swinburne Institute of Technology

Diploma of Building and Construction (Management) (CPC50308 or CPC50320)

**1. For each of the above qualifications that you hold, please provide:**

- The course code and the title of the qualification
- The name of the university or registered training organisation (RTO) that awarded the qualification
- The state in which the university/RTO is located
- The year in which the qualification was awarded

e.g. Bachelor of Building, Victoria University, VIC, 2010

1.

2.

3.

4.

**2. For each qualification that you hold, please attach the following documents to your application:**

- A certified photocopy of Record of Results stating the unit(s) of competency achieved

**OR**

- A certified photocopy of your Academic Transcript stating the unit(s) achieved

**AND**

- A certified photocopy of the qualification issued by the university/RTO.

[Click here](#) for a list of people who can certify a document for you.

## 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 licence, registration or authorisation.*

## Part E: Your Other Licences and / or Registrations

Are you currently authorised to carry out, or manage, or arrange the carrying out, of building work outside Victoria? No  Yes

Have you previously been (but are not currently) authorised to carry out, or manage, or arrange to carry out, the carrying out of building work outside Victoria? No  Yes

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 2012, licence

- 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.

<b>Excluded persons</b>	<b>Yes</b>	<b>No</b>
If you are an 'excluded person' as defined in <i>171F of the Building Act</i> , then your application for registration <b>cannot be granted</b> . 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 <sup>1</sup> currently disqualified by an order of a disciplinary body <sup>2</sup> 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 <sup>3</sup> 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> ?		
<b>Personal probity</b>	<b>Yes</b>	<b>No</b>
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 <sup>4</sup> 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)*



<b>Personal probity</b> <i>continued</i>	<b>Yes</b>	<b>No</b>
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?		
<b>Financial probity</b>		
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 <sup>5</sup> ?		
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 <sup>6</sup> 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 <sup>7</sup> 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?		



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## **Financial probity** *continued*

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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'.*



<b>Financial probity</b> <i>continued</i>	<b>Yes</b>	<b>No</b>
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 Project Manager (Domestic) is **\$647.20**.

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

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### 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 Statement

You need to complete (and submit with your application) an 'Experience Statement' relevant to the category of Project Manager in which you seek registration.

Click here to [download](#) the relevant Experience Statement(s) from the BPC website (see the Project Manager (Domestic) page)

## Part M: Technical Referee Report

You need to complete (and submit with your application) a 'Technical Referee Report' relevant to the category of Project Manager work in which you seek registration.

**Note:** You must submit at least one Technical Referee Report with your application.

Click here to [download](#) the relevant Technical Referee Report from the BPC website (see the Project Manager (Domestic) page)



## 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](http://www.bpc.vic.gov.au/privacy).