

Application Form

Mutual Recognition

Plumbing

Reminder Checklist

Please tick once you have completed these sections of the application form:

- ☐ **Part A:** About You (the applicant)
- ☐ **Part B:** Current Interstate Registration(s) / New Zealand Registration(s)
- ☐ **Part C:** Insurance
- ☐ **Part D:** Declaration
- ☐ **Part E:** Statutory Declaration
- ☐ **Part F:** Fees
- ☐ **Part G:** Photo Requirements

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:*

* 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

Part B: Current Interstate / New Zealand Registration(s) / Licence(s)

The BPC will use this information to determine entitlement to be registered in an equivalent occupation in Victoria.

1. Type of registration / licence / permit / authority*

State/Region*

Issued No.*

Date issued*

Conditions attached to the registration / licence / permit / authority (if any)

Have you carried out work in the State, Territory or region in which this registration/licence was issued?

☐

Yes

☐

No

☐ Please attach a certified photocopy of evidence of your registration/licence



2. Type of registration / licence / permit / authority

State/Region

Issued No.

Date issued

Conditions attached to the registration / licence / permit / authority (if any)

Have you carried out work in the State, Territory or region in which this registration/ licence was issued?

☐ Yes ☐ No

☐ Please attach a certified photocopy of evidence of your registration/licence

3. Type of registration / licence / permit / authority

State/Region

Issued No.

Date issued

Conditions attached to the registration / licence / permit / authority (if any)

Have you carried out work in the State, Territory or region in which this registration/ licence was issued?

☐ Yes ☐ No

☐ Please attach a certified photocopy of evidence of your registration/licence

If you have additional interstate or NZ registrations or licences, please provide details in a separate document and attach with this application. Please include the same details listed above.



Part C: Insurance

Licence	Registration
For each class you are licensed in, you may: - lawfully carry out that plumbing work - supervise apprentices and other plumbers registered in the classes you are licensed in - sign compliance certificates for work done by yourself, or a registered plumber or apprentice that you supervised	For each class that you are registered in, you: - may lawfully carry out that plumbing work - must have a licensed plumber for that class sign off on compliance certificates for work that you carry out

Are you applying for registration only? ☐ Yes ☐ No

Applicants seeking registration in Victoria are **not** required to provide proof of insurance.

If Yes, proceed to Part D Declaration

Proof of insurance for licensed practitioners

Applicants seeking a licence to carry out plumbing work in Victoria must provide evidence to BPC that they hold the required insurance before their application can be granted.

The BPC cannot grant an application for a licence to carry out plumbing work without evidence that you are covered by the required insurance.

Please note: BPC does not take responsibility for applicants obtaining insurance(s) if their application for mutual recognition fits the 'registration' level at assessment.

Insurance details and requirements

Please provide a Certificate of Currency to BPC, which includes the following information:

- Includes the full name of the insured plumber seeking to be licensed (i.e., does not only provide a company name)
- Specifies the name of the insurer, the policy number, and the period of currency for the insurance (please note that plumbing licences can only be issued for the insured period)
- Meets the minimum insurance requirements by including the notation:
 "This insurance complies with all of the requirements of the Ministerial Order, *Licensed Plumbers General Insurance Order*, dated 20th June 2002",
 or, in relation to Type B Gasfitting work,
 "This insurance complies with all of the requirements of the Ministerial Order, *Licensed Plumbers (Type B Gasfitting work) Insurance Order*, dated 20th June 2002".

Insurance must be in compliance with the relevant Ministerial Order. Copies of the Ministerial Orders can be located [here](#) on the BPC's website.



Policy Number

Name of Insured

Insurance From Date

To Date

State Covered by this Insurance

Insurance Provider

Part D: Declaration

	Yes	No
1. Are you the subject of disciplinary proceedings in any Australian State, Territory, or in New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to those occupations?	☐	☐
2. Have you held or do you hold any licence, permit, registration or other authority enabling you to work as a plumber in Victoria or in an equivalent occupation in the plumbing industry in another Australian State, Territory, or in New Zealand that has ever been cancelled or suspended?	☐	☐
3. Are you personally prohibited from carrying out an equivalent occupation in any State, Territory, or in New Zealand and/or are you subject to any special conditions in carrying out that occupation, as a result of criminal, civil or disciplinary proceedings?	☐	☐

If **Yes** for 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?



Part E: Statutory Declaration

I,
(full name of the applicant)
of,
(full residential address of the applicant)
Occupation*

Make the following Statutory Declaration under the ***Oaths and Affirmations Act 2018***:

1. The information contained in this application and all supporting documentation is true and correct and I undertake to immediately advise the Building and Plumbing Commission (in writing) of any change in circumstances which may be relevant to my registration or licence.
2. I give consent to the making of inquiries of, and the exchange of information with, the authorities of any State or Territory regarding my activities in the relevant occupation(s), or otherwise regarding matters relevant to this notice.
3. I declare that the contents of this Statutory Declaration are true and correct and I make it knowing that making a Statutory Declaration that I know to be untrue is an offence.
4. By signing this, declare that I have read and understood how BPC manages my personal information and BPC's Privacy policy.

Signed* Date*
(signature of applicant)

Declared at* in the State of Victoria*
(town in which the declaration was signed)

I am an authorised Statutory Declaration witness and I sign this document in the presence of the person making the declaration:

Signature of authorised Statutory Declaration Witness*

Full name of authorised Statutory Declaration Witness* Personal or professional address of the authorised Statutory Declaration Witness*

Date*

Qualification of authorised Statutory Declaration Witness*

The person making this Statutory Declaration must also make an oral declaration in the presence of the Statutory Declaration witness (unless the person has a disability that prevents them from doing so) by saying: I, [full name of person making declaration] of [address], declare that the contents of this Statutory Declaration are true and correct.

☐ I confirm that reasonable modifications were used in preparing this Statutory Declaration and that the contents of this Statutory Declaration were read to the person making the Statutory Declaration in a way that was appropriate to the persons circumstances. *Delete if not applicable.*



Part F: Fees

The total amount payable will not exceed **\$482.70** and includes the application fee of **\$66.30**. If BPC determines your class/category applied for is of a lesser fee, we will charge a lesser amount.

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

\$549.00

Card number

Card expiry

/

Signature of cardholder

Date of signature



Part I: 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.	☐



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.