

# Application Form

## Plumbing Accreditation Renewal

### Reminder checklist

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

- ☐ **Part A:** About You (the applicant)
- ☐ **Part B:** Insurance (only required if renewing licence)
- ☐ **Part C:** Declaration
- ☐ **Part D:** Fees
- ☐ **Part E:** Photo Identification
- ☐ **Part F:** Your Signature

### 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](mailto: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

### Accreditation you are seeking to renew

☐ Licence

☐ Registration

☐ Private Plumbing Work Licence

☐ Reduced Fee Registration\*

☐ Cross Border Licence

☐ Cross Border Registration

NSW card number (only required if applying to renew Cross Border Registration or Licence)

\*Practitioners holding a **Reduced Fee Registration** are unable to perform plumbing work in Victoria for payment or reward.



## Part B: Insurance

Insurance details are only required if you are changing to a licence or private plumbing work licence.

### Insurance details

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)
- Includes 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”.  
 or, in relation to Private Plumbing work,  
 “This insurance complies with all of the requirements of the Ministerial Order, *Licensed Plumbers (Private Plumbing work) Insurance Order*, dated 20th June 2002”.

- ☐ Licensed Plumbers General Insurance Order (attached)
- ☐ Licensed Plumbers (Type B Gasfitting work) Insurance Order (attached)
- ☐ Licensed Plumbers (Private Plumbing work) Insurance Order (attached)



## Part C: Declaration

|                                                                                                                                                                                                                                        | Yes                      | No                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Have you been convicted of any offence involving fraud, dishonesty, drug trafficking or violence?                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been convicted of an offence under any law regulating plumbing work or specialised plumbing work?                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 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?                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 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)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted of an offence against:                                                                                                                                                                                 |                          |                          |
| a) the Fair Trading Act 1985?                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| b) the Fair Trading Act 1999?                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| c) the Trade Practices Act 1974?                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| d) the Australian Consumer Law (Victoria)?                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| e) the Competition and Consumer Act 2010 (Cwlth)?                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you currently disqualified from acting as a licensed or registered plumber (or equivalent occupation that is regulated)?                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |

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 D: Fees

Below are a list of the relevant fees for each accreditation. Please select the relevant fee for the accreditation you wish to apply the change to.

|                                                                                     |                                                                             |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> <b>\$369.00</b> Licence fee - 1 year                       | <input type="checkbox"/> <b>\$416.30</b> Registration fee - 3 years         |
| <input type="checkbox"/> <b>\$147.60</b> Private plumbing work licence fee - 1 year | <input type="checkbox"/> <b>\$138.60</b> Reduced fee registration - 3 years |
| <input type="checkbox"/> <b>\$91.30</b> Late renewal fee                            | <input type="checkbox"/> <b>\$338.30</b> Licence fee - 11 months            |
| <input type="checkbox"/> <b>\$307.50</b> Licence fee - 10 months                    | <input type="checkbox"/> <b>\$276.70</b> Licence fee - 9 months             |
| <input type="checkbox"/> <b>\$246.00</b> Licence fee - 8 months                     | <input type="checkbox"/> <b>\$215.20</b> Licence fee - 7 months             |
| <input type="checkbox"/> <b>\$184.50</b> Licence fee - 6 months                     | <input type="checkbox"/> <b>\$153.70</b> Licence fee - 5 months             |
| <input type="checkbox"/> <b>\$123.00</b> Licence fee - 4 months                     | <input type="checkbox"/> <b>\$92.20</b> Licence fee - 3 months              |
| <input type="checkbox"/> <b>\$61.50</b> Licence fee - 2 months                      | <input type="checkbox"/> <b>\$30.70</b> Licence fee - 1 month               |

Please pay the appropriate fee(s) as outlined above. If you are unsure of the required fees, please visit the [BPC's website](#) for further information. The BPC may charge a late fee if your renewal is not paid by your accreditation expiry date.

### 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

Card number

Card expiry

/

Signature of cardholder

Date of signature



## Part E: Photo Identification

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 for registration 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Category A (one document)</b>                                                                                                                                    |                           |
| Australian photo driver's licence or learner permit photo card                                                                                                      | <input type="checkbox"/>  |
| Australian Passport                                                                                                                                                 | <input type="checkbox"/>  |
| Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)                                          | <input type="checkbox"/>  |
| Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not accepted) | <input type="checkbox"/>  |
| Immicard issued by the Department of Home Affairs                                                                                                                   | <input type="checkbox"/>  |
| Australian Naturalisation or Citizenship Certificate                                                                                                                | <input type="checkbox"/>  |
| Victorian marine licence photo card                                                                                                                                 | <input type="checkbox"/>  |
| Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)                                                                       | <input type="checkbox"/>  |
| <b>Category B (one document)</b>                                                                                                                                    |                           |
| Medicare card                                                                                                                                                       | <input type="checkbox"/>  |
| Working with Children's Check card                                                                                                                                  | <input type="checkbox"/>  |
| Australian Proof of Age card                                                                                                                                        | <input type="checkbox"/>  |
| Australian Keypass card                                                                                                                                             | <input type="checkbox"/>  |
| Australian Defence Force photo identity card (excluding civilian staff)                                                                                             | <input type="checkbox"/>  |
| Department of Veterans Affairs card                                                                                                                                 | <input type="checkbox"/>  |
| Pensioner Concession card                                                                                                                                           | <input type="checkbox"/>  |
| <b>Difference in name documentation</b>                                                                                                                             |                           |
| Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia                                                                             | <input type="checkbox"/>  |
| Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia.                                                                      | <input type="checkbox"/>  |





## Part F: 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



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