

# Application Form

## Mutual Recognition

### Building Practitioner

## 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/New Zealand Registration(s)/Licence(s)

**Part C:** Insurance

**Part D:** Declaration

**Part E:** Statutory Declaration

**Part F:** Application Fee and Payment Method

**Part G:** Photo Requirements (use certified photocopies not originals)

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

## How to submit your application

Please fill out, sign and submit your application

**By mail:**

Building and Plumbing Commission  
GPO Box 536  
Melbourne VIC 3001

**By email:**

buildingreg@bpc.vic.gov.au

**Or in person at the BPC:**

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



## Part A

### About you (the applicant)

\* Information you must supply

Title:\*

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 items listed above.*

## Part C

### Insurance

#### Proof of insurance

All Registered Building Practitioners are required to hold the appropriate insurance for their registration category. Evidence of insurance is required by BPC before registering or renewing your registration.

You are required to be covered by insurance compliant must comply with the relevant Ministerial Order or meet **Minimum Financial Requirements for Domestic Builders**.

Copies of the Ministerial Orders can be located [here](#) on the BPC website.

The BPC will not grant approval for registration without written documentation that you are covered by the required insurance or meet Minimum Financial Requirements.



Insurance requirements

To find out which insurance you need to hold in Victoria, please visit [Understanding Your Insurance Requirements for Mutual Recognition and Automatic Deemed Registration](#). This tool will allow you to enter your interstate accreditation details and provide guidance about insurance.

Insurance details

Type of insurance

Minimum Financial Requirements

Professional Indemnity Insurance

Public Liability Insurance

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 and 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 builder in Victoria or in an equivalent occupation 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 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?



## Part D (*continued*)

### Declaration (*continued*)

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 notifying practitioner)

of,

(full residential address of the notifying practitioner)

Occupation\*

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

1. The information contained in this application and all supporting documents 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 declare that the content of this Statutory Declaration are true and correct and I make it knowing that making a Statutory Declaration I know to be untrue is an offence.

Signed\*

Date\*

(signature of notifying practitioner)

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:**

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.

Signature of the authorised Statutory Declaration Witness\*

Full name and person or professional address of the authorised Statutory Declaration Witness\*

Qualification of authorised Statutory Declaration Witness\*

Date\*

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 the declaration] of [address], declare that the contents of this Statutory Declaration are true and correct.





## Part E (continued)

### Statutory declaration

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

## Part F

### Application fee and payment method

#### Applying for mutual recognition as a....

|                                              |                 |                                |                 |
|----------------------------------------------|-----------------|--------------------------------|-----------------|
| Domestic Builder (Unlimited)                 | <b>\$519.50</b> | Commercial Builder (Unlimited) | <b>\$415.50</b> |
| Domestic Builder (Limited)                   | <b>\$415.50</b> | Commercial Builder (Limited)   | <b>\$332.30</b> |
| Building Surveyor                            | <b>\$332.30</b> | Building Inspector             | <b>\$332.30</b> |
| Building Designer                            | <b>\$332.30</b> | Demolisher                     | <b>\$332.30</b> |
| Project Manager                              | <b>\$332.30</b> | Quantity Surveyor              | <b>\$332.30</b> |
| Erector or Supervisor (Temporary Structures) | <b>\$332.30</b> |                                |                 |

If you are applying for more than one category/class, you will be charged a fee per category/class which you are applying for.

#### 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

CVV



## Part G

### Photo Requirements

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph, the category and class of building practitioner in which you are registered, and any limitations imposed on your registration.

**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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Category A (one document)</b>                                                                                                                                      |                           |
| 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 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)                                                                         |                           |
| <b>Category B (one document)</b>                                                                                                                                      |                           |
| 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                                                                                                                                             |                           |
| <b>Difference in name documentation</b>                                                                                                                               |                           |
| 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, 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).