

# Form

## Third Party Authorisation (Back Office Worker)

This authority allows a person authorised by a licensed practitioner to update a compliance certificate, purchase a compliance certificate, and/or make drainage and recycled water bookings on the licensed practitioner's behalf.

\* Information you must supply

### Authorised Person Details (Back Office Worker)

First name\*

Middle name:

Surname\*

Date of birth\*

Email\*

Mobile number\*

Address\*

Suburb\*

State\*

Postcode\*

### Practitioner Details

First name\*

Middle name:

Surname\*

Date of birth\*

Email\*

Mobile number\*

Address\*

Suburb\*

State\*

Postcode\*

Licence number\*



## Declaration

I hereby authorise the person mentioned above to act on my behalf in the following method(s):

To update and edit Compliance Certificate details prior to lodgement

To purchase Compliance Certificates on my behalf

To make drain and recycled water bookings on my behalf

I acknowledge that:

I am responsible for the authorised person undertaking any activities under this authority

Any obligations or responsibilities required by me under the *Building Act 1993* or regulations made under that Act continue to be my responsibility which does not, and will not, transfer to my authorised person

I will inform the BPC of any changes to authorised persons through eToolbox or the [Removal of Third Party Authority Form](#).

I have read and understood how BPC manages my personal information as stated by [BPC's Privacy Collection notice](#).

This authority commences on the date of signing by the licensed practitioner.

Signature - Licensed Practitioner

Date of signature

**Note - this authority does not allow the lodgement of a compliance certificate.**

## 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

### By email:

plumbingreg@bpc.vic.gov.au



## 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).