

# Application Form

## Financial Hardship - Fee Relief (Building)

### Reminder checklist

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

- Part A:** About You (the Applicant)
- Part B:** Fees You Are Seeking Relief From
- Part C:** Financial Hardship Grounds
- Part D:** Financial Hardship Evidence
- Part E:** Payment Details
- Part F:** Your Signature

You must provide all required information, otherwise BPC will contact you and advise you to resend your application with the required information.

## 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](mailto: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\*

Registration or practitioner ID

### Your contact details

Email\*

Mobile number\*

## Part B

### Fees You Are Seeking Relief From

Please select the applicable fee(s) you are seeking relief from:

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Registration application fees

Renewal application fees

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Annual fees

Renewal late fees

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## Part C

### Financial Hardship Grounds

To be eligible for fee relief, BPC must be satisfied you are suffering from financial hardship and the payment of the relevant fee would cause unavoid detriment to your ability to work as a building practitioner.

Please indicate which financial hardship grounds you're making your application for fee relief on:

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**Natural disaster** - an event such as a fire, flood, explosion, earthquake or hurricane that has occurred within the last 6 months and cause destruction or severe damage to your home

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**Loss of employment** - if you are currently unemployed and experiencing financial hardship

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**Loss of income** - if you have experienced significant loss of income in the last 6 months due to circumstances outside of your control (such as serious illness)

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**Homelessness** - if you are living on the streets, do not have a stable place or residence for an extended period, living in crisis or transitional accommodation or are couch surfing

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**Carer responsibilities** - if you have current carer responsibilities for an immediate family member (spouse, de facto partner, parent, child or sibling) resulting in a reduction of financial hardship

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**Business financial difficulties** - if you have experienced significant loss of income due to a business failing within the last 6 months due to circumstances outside of your control

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**Family or domestic violence** - if you have been a victim of family and/or domestic violence in the last 6 months and are experiencing financial hardship associated with this

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**Death of a partner, spouse or child** - if you have experienced the death of a partner, spouse or child within the last 6 months and are experiencing financial hardship associated with this

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## Part D

### Financial Hardship Evidence

All applications to BPC for fee relief must provide evidence in support of their application.

Please indicate which evidence you are supplying to BPC and **attach** your evidence to this application.

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### **Natural disaster**

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Police, fire or incident report

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Report or letter from your insurer indicating the extent of damage and if coverage for rebuild/repair and interim accommodation is covered by your insurer

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A copy of your Australian Government Disaster Relief Payment (AGDRP) application

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Proof of employment of a State or Territory Government hardship relief payment

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### **Loss of employment**

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An Employment Separation Certificate

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Evidence of receiving JobSeeker payments from Centrelink

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### **Loss of income**

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A medical certificate outlining your injury or illness and the duration that it has resulted in the loss of income

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A letter from your employer confirming a 30% reduction or more in hours or income, the reason for reduction, and the date the hours or income was reduced

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For self-employed applicants, a letter from your accountant or financial advisor confirming a 30% reduction in cashflow or business downturn, or ongoing losses, unpaid creditors outside usual trading terms or overdue tax debts

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Evidence of receiving a Disability Support Pension from Centrelink

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Evidence of receiving a JobSeeker payment from Centrelink

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### **Homelessness**

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A letter from your social worker, housing support worker or homelessness support service confirming your current circumstances and the period that you have been homeless, living in transitional accommodation or couch surfing

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### **Carer responsibilities**

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Evidence of receiving a Carer Payment or Carer Allowance from Centrelink

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### **Business financial difficulties**

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A medical certificate outlining your injury or illness and duration that has resulted in business financial difficulties

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A letter from your accountant or financial advisor confirming a 30% reduction in cashflow or business downturn, or ongoing losses, unpaid creditors outside usual trading terms or overdue tax debts

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Evidence of bankruptcy, receivership, external administration, liquidation or closure of your business

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You must also provide one of the following:

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An ASIC extract confirming your status as an officeholder or shareholder of the company

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An Australian Business Register ABN Lookup extract confirming you are operating/operated the business as a sole trader, sole trade with employees or partnership

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### **Family and domestic violence**

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*Note: Fee relief does not extend to perpetrators or alleged perpetrators of family and domestic*

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Court documentation such as an interim intervention order, intervention order, family violence safety notices or a complaint and warrant for an intervention order

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A Statutory Declaration confirming you have been a victim of family and/or domestic violence and the circumstances

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A letter from your social worker, counsellor, doctor or other part confirming you have experienced family and/or domestic violence

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Evidence of receiving a Crisis Payment for Extreme Circumstances Family and Domestic Violence from Centrelink

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A police or incident report

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### **Death of a partner, spouse or child**

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A copy of death certificate

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A funeral notice or death notice

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A letter from a social worker, consellor or doctor confirming the passing of the person and your relationship to them

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## **Part E**

### **Payment details**

Please provide your fee payment details below to ensure your application is progressed promptly, should your request for fee relief not be approved.

Please Note: The BPC does not accept cash.

Credit Card:

Visa

Mastercard

Name of cardholder

Amount

Card number

Card expiry

/

Signature of cardholder

Date of signature

## Part F

### 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. This offence carried a maximum penalty of 120 penalty units.

By signing this, I declare that the information contained in this application, including attachments is true and correct and 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.

Your 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, 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, an agent or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

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.

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).