

Application Form

Surrender of Building Practitioner Registration Natural Person

How to apply

Save and complete this form on your computer. Do not handwrite.

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

What building practitioner registration(s) do you wish to surrender?

Registration Category/Class

Registration Number

Registration Category/Class

Registration Number

Registration Category/Class

Registration Number

Select the reason for surrendering registration

Other (*please specify*):



Part B

What we need to know about your work practice

Do you have any existing obligations such as ongoing building works, contracts or building permits that need to be finalised and/or handed over to another practitioner?

Yes

No

If **Yes**, please provide details of how you intend to manage each outstanding item.

Are you subject to any outstanding directions or orders issued under the *Building Act 1993* or the *Domestic Building Contracts Act 1995* to complete or fix building work?

Yes

No

If **Yes**, please provide details below.

Do you have any unresolved disputes before *Domestic Building Dispute Resolution Victoria*?

Yes

No

If **Yes**, please provide details of below.



Part C

Proof of identity

To prove who you are to BPC, you need to submit a **certified photocopy** of:

Current BPC practitioner registration card

and **one** of the following:

Current Australian driver's licence

Current passport

Please attach certified photocopies (do not send originals) of the identification selected above.

Part D

Your Signature

I understand that once I surrender my registration, the surrender cannot be revoked. Should I wish to obtain registration in the future, I will have to submit a new application, pay the applicable fees and meet all registration requirements at the time.

I understand that the Commission may withhold its consent to surrender my registration if it is satisfied that my reasons is to avoid disciplinary action or other responsibilities and obligations under the *Building Act 1993*.

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

Signature

Date of signature

It is an offence under section s246 of the *Building Act 1993* to give false or misleading information in relation to an application to surrender registration. This offence carries a maximum penalty of 120 penalty units.



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, 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.