

Change of Director

Complete this form if your company has a director being added or removed (this includes if a director has died, resigned as a director, been removed as a director, or been disqualified as a director). If you are adding directors to the company that hold BPC registration, and you would like these registration types to be added to your company registration, you will need to lodge a new company registration application through the practitioner portal in addition to this form.

How to submit your form

By mail:

Building and Plumbing Commission
GPO Box 536
Melbourne VIC 3001

By email:

buildingreg@bpc.vic.gov.au

In person:

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

Part A: About You (the Company)

Company name	Australian Company Number (ACN)		
Registered business address street no. and name	Suburb	State	Postcode
Postal address street no. and name	Suburb	State	Postcode
Company email	Company telephone		
BPC registration number			



Part B: Add a Director to Your Company

First name	Surname		
Email	Date of birth		
Street no. and name	Suburb	State	Postcode
Contact number	Are you registered as a building practitioner in Victoria?		
	Yes	No	
Category / Class of registration	Individual registration number		
Category / Class of registration	Individual registration number		

First name	Surname		
Email	Date of birth		
Street no. and name	Suburb	State	Postcode
Contact number	Are you registered as a building practitioner in Victoria?		
	Yes	No	
Category / Class of registration	Individual registration number		
Category / Class of registration	Individual registration number		

If the company has more directors to change, print out as many additional copies of this page as required.



Part C: Remove a Director From Your Company

First name	Surname		
Position held within the company	Are you registered as a building practitioner in Victoria?	Yes	No
Street no. and name	Suburb	State	Postcode

First name	Surname		
Position held within the company	Are you registered as a building practitioner in Victoria?	Yes	No
Street no. and name	Suburb	State	Postcode

If the company has more directors to change, print out as many additional copies of this page as required.

Death of director

Removal of director

Resignation of director

Disqualification of director

Does this company have another nominee director who holds the same registration as the nominee director leaving the company?

Yes

No

If no, do you intend on employing a director with the same category / class of registration to become a nominee director?

Yes

No

If no, please note under section 169G(1) of the Building Act 1993, a body corporate must not carry out work, or undertake to carry out work as a registered building practitioner unless the body corporate has at least one nominee director who complies with the relevant requirements of section 171B (registration).



Part D: Signature

This section must be signed by any director of the company, who holds appropriate delegation or authorisation to make this request on behalf of the company.

By signing this:

- I am authorised to apply for registration on behalf of this company
- I acknowledge that it is an offence to make any false or misleading statement or provide any false or misleading information to the Building and Plumbing Commission in relation to this application (s246 of the Building Act 1993).

Name of the director of the company

Date

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), your clients or customers 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.