

Alignment of Registration Expiry Dates

If you have multiple registrations with the Building and Plumbing Commission and you wish to align the dates of their expiry, please complete this form.

First name

Surname

Date of birth

Email

Please list all your registration numbers you wish to align and their respective expiry dates. Then tick your preferred expiry date or nominate a new expiry date in the area provided. Please note, a registration period cannot exceed 5 years, which means we may not be able to align to your preferred date. In this situation we will contact you to discuss other options.

The BPC will send you confirmation in writing once your expiry dates have been aligned.

Registration number

Expiry date

Tick your preferred expiry date

Registration number

Expiry date

Registration number

Expiry date

Expiry date

Please provide an alternative
expiry date

If you have more registrations, please print out and attach additional copies of this page to the form.

I acknowledge that once:

- I have submitted this form to the BPC, my expiry dates may be aligned to my preferred expiry date ticked above if possible,
- my expiry date(s) have been aligned, I must renew my registration(s) before the new expiry date to prevent the registration(s) from expiring.

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.