

Building Surveyor

Technical Referee Report

This report must be completed by the person providing the reference.

Who can provide a Technical Referee Report?

If the report relates to work performed in Victoria, the referee should be registered in the category of Building Surveyor (Limited) or Building Surveyor (Unlimited). A person registered as a Building Surveyor (Limited) can provide a report only in relation to buildings up to three storeys in height with a floor area of up to 2000 square metres.

A person registered as a Building Surveyor (Limited) or Building Surveyor (Unlimited) can provide a report only in relation to those buildings they are authorised to inspect.

If the report relates to work undertaken outside Victoria, and that work must be performed by registered persons, then the referee should be licensed or registered (or equivalent) in the category of building practitioner for which they are providing the Technical Referee Report.

If the report is about work performed interstate or overseas, and it does not require a person to be licensed or registered, then the referee can be a person who has employed or contracted the applicant to undertake the work.

In addition, the referee must have directly observed the applicant carrying out the work listed in the report.

What is a Technical Referee Report?

Use this form to tell us about building surveying work that the applicant carried out under your supervision.

The BPC uses your referee report to help determine whether an applicant should be registered as a Building Surveyor. We may contact you to confirm the information in this reference.



Part A - About You (the technical referee)

Your contact details

* Information you must supply

Title:*

Mr

Mrs

Ms

Miss

Other

First name*

Middle name:

Surname*

Date of birth*

Email*

Contact Number*

Any current registrations?

Are you currently registered as a building practitioner in Victoria in any category or class of building practitioner?

YES

NO

If Yes, enter your registration number/s:

Part B - Employer Details

Name of the company, which employed the applicant during period of supervision*

ABN*

Street no. and name*

Suburb*

State*

Postcode*

Business email

Business telephone



Part C - Applicant Details (for whom you are providing this report)

First name*

Surname*

What class of building surveyor is the applicant applying for?

Building Surveyor (Limited)

Building Surveyor (Unlimited)

Employment History

Employment Status (e.g., Casual, Part time, Full time)	Dates worked 'From' and 'to' (mm/yyyy)	Average hours per month
<i>Example: Part time</i>	<i>Example: 06/2019 - 09/2019</i>	<i>Example: 72 hours</i>

Part D - Supervised Building Experience

Complete the tables 1 & 2 to provide a summary of work the applicant undertook that you supervised

Note: Table 2 is not required if the applicant is currently registered as a Building Inspector (Unlimited).

Applicants currently registered as a Building Surveyor (Limited) or Building Inspector (Limited) need only confirm inspection experience for buildings not authorised under their current registration.

For the applicant to have carried out surveyor work under your supervision, you must be authorised to carry out such work, and the applicant must have carried out the work in your presence and direction.

Remember:

- Provide information about work the applicant undertook that you supervised. Do not include information about work that you did not supervise personally.
- Please include as much detail as possible, this statement will be used to work out whether the applicant has enough relevant experience for registration.
- You must not (under section 246 of the *Building Act 1993*) give any false or misleading statement or information in your report.
- The report will be returned if it is incomplete or doesn't have enough detail and you may be asked to provide further information.



Table 1: Summary of Building Surveyor Work

Building class	How many times did you supervise the applicant carrying out building surveyor work for the following building classes?
Class 1a - dwelling	
Class 1b - boarding house, guest house, hostel or the like	
Class 10a - garage or carport	
Class 10b - swimming pool, including barriers, fence, retaining wall, mast or antenna	
Class 10c - private bushfire shelter	
Class 2	
Class 3	
Class 4	
Class 5	
Class 6	
Class 7	
Class 8	
Class 9a - health care building	
Class 9b - school / assembly building	
Class 9c - residential care building	



Table 1: Summary of Building Surveyor Work (continued)

Building surveyor work	How many times did you supervise the applicant carrying out building surveyor work for the following building classes?
Assisted a registered building surveyor to assess an application for a building permit	
Confirm if a report and consent if required from a relevant authority	
Confirmed in the report and consent to the chief officer (of Fire Rescue Victoria or Country Fire Authority) had been obtained in support of an application for a building permit	
Protection works forms 6, 7, 8, and 9	
Performing the function of building permit assessments	
Completion of building works	
Preparing an Occupancy permit / Certificate of Final Inspection	
Preparing Essential Safety Measures (ESMs) for class 1b & 2-9 buildings for occupancy permit	
Determination of ESMs for existing building	
Assisted a building surveyor to assist an applicant to occupy temporarily a building for which an occupancy permit appropriate to the use of the building is not or cannot be issued (Section 24 of the Building Act 1993)	
Enforce safety and building standards	
Prepared a building notice or building order to be served on an owner of a building or land on which building work is being or is proposed to be carried out	
Made a recommendation to the relevant building surveyor to cancel or amend a building notice or order after considering representations made by the owner	
Assessed a request from an owner who is required to comply with a building order to amend or cancel the building order	
Carried out an inspection of building work to assess whether a building order has been complied with	



Table 2: Summary of Building Inspecting Work

Applicants currently registered in Building Surveyor (Limited) or Building Inspector (Limited) need only confirm inspection experience for building not authorised under their current registration.

How many inspections of this building class has the applicant completed under your supervision?						
Mandatory inspection	Before placing a footing (167a)	Before pouring an in situ reinforced concrete member (167c)	Inspection of fire and smoke resisting building elements (regulation 172)	Inspection of protection work in relation to an adjoining property before or during the carrying out of building work	During the carrying out of building work (167d)	Final, on the completion of all building work (167e)
Class 1a- dwelling						
Class 1b - boarding house, guest house, hostel or the like						
Class 10a - garage or carport						
Class 10b - swimming pool including barriers, fence, retaining wall, free standing wall, mast or antenna						
Class 10c - private bushfire shelter						
Class 2						
Class 3						
Class 4						
Class 5						
Class 6						
Class 7						
Class 8						
Class 9a - health care building						
Class 9b - school / assembly building						
Class 9c - residential care building						



Part E - Referee Declaration

The information provided in this form must be true and correct. It is an offence under section 246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration. This offence carries 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.
- 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.

Referee 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 or functions;
- (b) Monitoring compliance with the Act and associated regulations and standards;
- (c) Research, planning, to meet the BPC's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC;
- (d) 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, your solicitor 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.