

# Building Inspector

## 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 Inspector or Building Surveyor (see table below).

Building Height and Floor Area	Who can provide a reference?
Buildings up to three storeys in height with a floor area of up to 2000 square metres	Building Inspector (Limited) Building Surveyor (Limited) Building Inspector (Unlimited) Building Surveyor (Unlimited)
Buildings above three storeys in height with a floor area of more than 2000 square metres.	Building Surveyor (Unlimited) Building Inspector (Unlimited)

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 an equivalent 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 to carry out that work, 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 inspecting 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 Inspector. 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 Inspector (Limited - Class 1)

Building Inspector (Limited - Class 2)

Building Inspector (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 table 1 to provide a summary of work the applicant undertook that you supervised

Note: For the applicant to have carried out inspecting 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 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.

<b>How many inspections of this building class has the applicant completed under your supervision?</b>								
<b>Mandatory inspection</b>	Before placing a footing (Reg. 167a)	Before pouring in situ reinforced concrete member (Reg. 167b)	Completion of framework (Reg. 167c)	Fire and smoke resisting building elements (Reg. 172)	Completion of precautions or protection works in relation to an adjoining property	During carrying out of building work	Final on completion of all building work (Reg. 169d)	Swimming Pool or Spa
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 2								
Class 3								
Class 4								
Class 5								
Class 6								



**Table 1: Summary of Building Inspecting Work (continued)**

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 (Reg. 167a)	Before pouring in situ reinforced concrete member (Reg. 167b)	Completion of framework (Reg. 167c)	Fire and smoke resisting building elements (Reg. 172)	Completion of precautions or protection works in relation to an adjoining property	During carrying out of building work	Final on completion of all building work (Reg. 169d)	Swimming Pool or Spa
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](http://www.bpc.vic.gov.au/privacy).