

# Technical Referee Report

## Domestic Builder (Limited to Door and Window Replacement and Installation)

This report must be completed by the referee and accompanies the Domestic Builder (Limited to Door and Window Replacement and Installation) application form.

To be a referee you should be a registered Domestic Builder (Unlimited) or be registered in the class of building work for which the applicant is applying. You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about domestic building 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 practitioner. We may contact you to confirm the information in this reference.

### Part A: About you (the technical referee)

**Title:\***

Mr     Mrs     Ms     Miss     Other

\* Information you must supply

First name\*

Middle name

Surname\*

Date of birth\*

Email\*

Contact number\*

Building practitioner registration number

If you are not a registered building practitioner, were you the applicant's:

Site supervisor       Construction manager



## Part B: Employer details

Name of the company, which employed the applicant during the 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\*

## Part D: Supervised building experience (for up to three projects)

Please complete the details for each of the applicant's building project experience that you supervised.

Project site address	Applicant's position/title (Project manager, Supervisor, Subcontractor, or other)	Dates worked From and To (mm/yyyy)
<b>Project 1</b>		
123 Alphabet St. Melbourne Vic 3000	Supervisor	06/2019 - 09/2019
<b>Project 2</b>		
<b>Project 3</b>		



## Part E: Experience

Explanation of terms:

- **Assisted** is when the applicant has assisted a competent and qualified practitioner in the carrying out of a particular component of building work.
- **Carried out** is the actual hands on carrying out of a particular component of building work and includes when the applicant was solely responsible for that component of building work.
- **Managed** is when the applicant has managed the carrying out of a particular component of building work. In this case they were not involved in the actual carrying out of that component other than engaging a competent practitioner to do so, however they were responsible for the quality and compliance of that component of work.

Components of building work	Project 1		Project 2		Project 3	
	Assisted	Managed	Assisted	Managed	Assisted	Managed
<b>1. Manage regulatory and legal requirements for domestic building work</b>						
Obtained and reviewed the building permit and required approvals from relevant authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged mandatory inspections ensuring completion of any rectification works if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of contractual documents for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed and administered the building contract, including progress payments, variations, extension of time and dispute resolution if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Supervise and oversee domestic building work from design to completion</b>						
Preparation of financial documentation, including building quotations or cost estimates for client(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application of business financial management practices and management of financial risks, including preparing or obtaining bill of quantities or take-offs for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and interpretation of project documentation prior to commencement of works, including architectural drawings, engineering, specifications, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of protection works requirements and ensured protection works were carried out onsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development and co-ordination of schedules to meet or inform contractual requirements, including schedules for project progress, inspections, contractors, consultants and/or materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Components of building work	Project 1		Project 2			Project 3			
	Assisted	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed	
<b>2. Supervise and oversee domestic building work from design to completion <i>continued</i></b>									
Co-ordination of site logistics during preliminaries (crane, hoists, plant and equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement with client(s) regarding contractual issues throughout the lifecycle of the construction contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision of subcontractors/trades throughout the construction phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement with relevant stakeholders regarding onsite issues and resolving these issues, throughout the construction phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility for quality assurance with the identification and resolution of onsite issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement with suppliers to coordinate required materials throughout the construction phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of OHS requirements during site preliminaries and managed site safety throughout the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of the building handover process in accordance with contractual requirements and obtained relevant approvals on completion of works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
<b>3. Broad practical experience across all stages of construction</b>									
Establishing and setting out the construction site for construction works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishing datums/levels for construction works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locating and isolating/abolishing existing services to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishing new services to the site and appropriate connections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. On site building work</b>									
Removed existing window or door units and their component hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installed/modified structural support for window/door units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared frame openings prior to the installation of window/door units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitted compliant flashings to window/door units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioned window/door units as detailed in drawings & specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Components of building work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
<b>4. On site building work <i>continued</i></b>									
Installed window/door units to manufacturers specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Part F: Referee declaration

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, equal to approximately \$24,000.

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 [BPCs Privacy Collection notice](#), as stipulated on the final page of this document.

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, our 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. 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.

By providing information to the BPC using this form, you are deemed to have acknowledged and consented to the BPC using and disclosing your personal information as set out in this Statement.

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).