

Demolisher

Unlimited / Medium-Rise / Low-Rise

Technical Referee Report

This report must be completed by the referee and accompanies the Demolisher (Unlimited, Medium, Low-Rise) registration application form.

To be a referee you should be a registered Demolisher (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 demolition 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)

* Information you must supply

Title:*

Mr Mrs Ms Miss Other

First name*

Middle name:

Surname*

Date of birth*

Email*

Your registration number*

Contact 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 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 detail for the applicant's domestic building project experience that you supervised.

Project Site Address	Applicant's position/title <i>(eg: Project manager, Supervisor, Subcontractor, or other)</i>	Dates worked <i>'From' and 'To' (mm/yyyy)</i>
Project 1		
<i>123 Alphabet St. Melbourne VIC 3000</i>	<i>Supervisor</i>	<i>06/2019 - 09/2019</i>
Project 2		
Project 3		

Part D - Experience

Explanation of terms

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.

Please indicate the components of building work that the applicant either carried out or managed under your supervision (may be one project only).



Preliminary work						
Did the applicant carry out or manage any of the following components of building work per project?						
Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed
Area of Experience (AoE) 1 - Apply for a building permit for the work						
Applied for, obtained and complied with a permit to demolish a building						
Prepared an application to obtain a Section 29A report and consent (e.g. council)						
Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances						
Administered contracts on behalf of a registered building practitioner						
Drafted contracts for demolition work to be undertaken by a registered building practitioner						
Prepared a work plan documenting precautions to be implemented and procedures for undertaking the demolition work						
Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills						
Prepared demolition quotes						
Liaised with client and others to scope the work						
Liaised with potential suppliers of related services						
Obtained quotations from suppliers of related services						



Part D - Experience (continued)

Did the applicant carry out or manage any of the following components of building work per project?						
Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed

Preliminary work (continued)

Area of Experience (AoE) 4 - Co-ordinate onsite construction works

Undertook site visits to scope the size and nature of demolition work required, and to identify potential hazards						
Identified services, and located and arranged for the abolishment of services						
Held site inductions and safety toolbox meetings						
Understood the need to investigate sites for other contaminants						
Investigated the site for underground tanks and arranged for their safe removal						
Engaged specialist trades to carry out demolition/removal work (e.g. asbestos removal)						

Site supervision

Area of Experience (AoE) 5 - Ensure works are planned and conducted safely

Provided for medical attention in the case of serious injury						
Ensured compressors, jackhammers and other pneumatic tools were properly maintained and fully serviceable						
Ensured workers used correct Personal Protective Equipment (PPE) (e.g. hearing protection, breathing masks, etc.)						
Confirmed arrangement of adequate fall protection						



Part D - Experience (continued)

Site supervision (continued)

Did the applicant carry out or manage any of the following components of building work per project?

Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed

Area of Experience (AoE) 5 - Ensure works are planned and conducted safely (continued)

Arranged and managed traffic management for demolition sites						
Identify suite and work related hazards and developed measures to control risks (produced SWMS documents)						
Managed de-watering and dust suppression on demolition sites						
Erected appropriate hoardings, gantries and overhead protection barriers to protect the public and the personnel on site						
Established appropriate 'drop zones'						
Arrange for building structure to be cleared of asbestos containing material (ACM) before demolition work						

Demolition & below ground

Area of Experience (AoE) 6 - Demolition work you have carried out

Used tools appropriate for manual demolition						
Understood the standard construction types or methods used for buildings up to two storeys						
Identified and arranged for the safe and legal disposal of hazardous and asbestos containing materials						
Safely salvage identified materials, fixtures or fittings from demolition projects						



Part D - Experience (continued)

Demolition & below ground (continued)						
Did the applicant carry out or manage any of the following components of building work per project?						
Components of building work	Project 1		Project 2		Project 3	
	Carried out	Managed	Carried out	Managed	Carried out	Managed
Area of Experience (AoE) 6 - Demolition work you have carried out (continued)						
Identified, sorted and arranged for the transfer of materials for recycling and/or landfill						
Used the started (excavator) attachments normally associated with demolition						
Used the support systems normally encountered in domestic and commercial construction						
Managed protection works to protect assets for adjoining properties						
Arranged dilapidation reports for adjoining properties						
Understood the standard construction types or methods for buildings up to 5 storeys						
Understood the standard construction types or methods for buildings above 5 storeys in height						
Demolition or part dismantling of buildings and structures including special buildings (unlimited)						
Demolition or part dismantling of buildings and structures, (other than special buildings) up to 5 storeys in height (Medium Rise)						
Demolition or part dismantling of buildings and structures, (other than special buildings) up to 2 storeys in height (Low Rise)						



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.