

FIVE YEAR REGISTRATION RENEWAL OF BUILDING PRACTITIONER

HERE'S WHAT YOU NEED TO DO

**COMPLETE FORM 5A IF YOUR REGISTRATION IS CURRENT
(OR HAS BEEN IN SUSPENSION FOR LESS THAN THREE YEARS)***

SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.

Checklist

Please tick once you have completed these sections of the Application Form:

- Part A:** What we need to know about you
- Part B:** Renewal category and class
- Part C:** Declaration
- Part D:** National Police Checking Service Informed Consent Form
- Part E:** Insurance
- Part F:** Renewal Fee and payment method
- Part G:** Photo Identification
- Part H:** Your Signature

Please tick once you have certified copies of your supporting document (do not send originals as they will not be returned to you):

- Certified copies of supporting documents

Every supporting document that you submit for **Part D** must be certified as a true **copy** of an original. See page 14 for a list of people who can certify a document for you.

Remember:

- A separate application form must be used for each category/class of registration you are seeking to renew.
- This application for renewal is made under Section 172AA of the *Building Act 1993*
- The information provided in an application must be true and correct. It is an offence under s246 of the *Building Act 1993* to give false or misleading information, and this offence carries a maximum penalty of 120 penalty units. If you provide false or misleading information, we may refuse to revoke the suspension of your registration.

*If your registration has been suspended for **more** than three years please complete **form 5B**.

How to submit your application

Please fill out your application form electronically, then print and sign a hard copy.

Submit a hard copy of your application by mail:



Victorian Building Authority
GPO Box 536
Melbourne VIC 3001

Or in person at the VBA:



Goods Shed North
733 Bourke Street
Docklands VIC 3008

Privacy – Collection Notice

HOW THE VBA USES AND DISCLOSES YOUR PERSONAL INFORMATION

The Victorian Building Authority (ABN 78 790 711 883) is a body corporate established under the *Building Act 1993* (Vic) (**VBA**). The VBA's contact information is as follows:

Address: Goods Shed North, 733 Bourke Street, Docklands Vic 3008.
Telephone: 1300 815 127

The VBA is committed to protecting the privacy of your personal information in accordance with the *Privacy and Data Protection Act 2014* and the VBA's Privacy and Privacy Statement as amended from time to time.

The personal information you provide to the VBA, including any images or photographs and any and all details provided in this Application Form, will be used by the VBA to process your application. If you do not provide all or any part of the information requested in this Application Form, the VBA may be unable to process and subsequently grant your application.

The VBA may also use such information for the following purposes:

- (a) Research, planning, to meet the VBA's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA (whether to you personally or a member of the public).
- (b) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (c) The production and administration of building and plumbing practitioners' identification cards.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) To enable the VBA to meet its statutory obligations or functions.
- (f) Such other purposes as required by law or authorised under the privacy legislation.

The VBA may also share your personal information with third parties including, but not limited to, different business units within the VBA, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), your clients and the VBA's staff and/or service providers who need to know such information to perform services for the VBA.

The VBA 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 VBA holds about you. If you become aware that personal information the VBA holds about you is not accurate, complete or up to date, you can ask the VBA to correct it.

The VBA's full Privacy Policy and Privacy Statement are available at www.vba.vic.gov.au/privacy. By submitting your application to the VBA, you are deemed to have acknowledged and consented to the VBA using and disclosing your personal information as set out in this Notice.

Part A

WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT) * INFORMATION THAT YOU MUST SUPPLY

Your title* Mr Mrs Ms Miss Other

Your first name* (as it appears on your drivers licence or passport)

Your middle name

Your family name* (as it appears on your drivers licence or passport)

Your date of birth*

Your residential address* (must not be a post office box)

Suburb

State or territory

Postcode

Your postal address (if different from residential address)

Your contact details:

Email address*

Mobile number*

Home phone number

Work phone number

Fax number

Preferred contact method

Part B

RENEWAL CATEGORY AND CLASS

Specify your building practitioner number and the category and class in which you seek to renew.

Registration category and class

Registration number

Registration expiry date

! IMPORTANT

- You must complete a separate form for each registration that you hold.
- The VBA will not accept applications for renewal lodged more than five months before the registration expiry date.

Part C



DECLARATION

1. Have you, within the last 10 years, been convicted or found guilty of an indictable offence or an offence that, if committed in Victoria, would be an indictable offence involving fraud, dishonesty, drug trafficking or violence? Yes No
2. Have you ever been insolvent under administration? Yes No
3. Have you ever held any licence, permit, registration or other authority enabling you to work as a building practitioner in Victoria, or an equivalent occupation in the building and construction industry in another Australian state or territory, that has been cancelled or suspended (including a suspension for late renewal or registration)? Yes No
4. Have you ever been disqualified from holding a licence, permit, registration or other authority enabling you to work as a building practitioner in Victoria, or in an equivalent occupation in the building and construction industry in another Australian state or territory? Yes No
5. Have you ever been refused a licence, permit, registration or other authority enabling you to work as a building practitioner in Victoria, or in an equivalent occupation in the building and construction industry in another Australian state or territory? Yes No
6. Have you ever been fined, reprimanded or cautioned for any breach of an Act, Regulations, rules, professional code of conduct or code of ethics in relation to working as a building practitioner in Victoria, or in an equivalent occupation in the building and construction industry in another Australian state or territory? Yes No
 If fined, have you paid the fine? (please attach evidence of payment or an explanation as to why it wasn't paid) Yes No
7. Has an insurer ever declined, cancelled or imposed special conditions on the provision of professional indemnity insurance, public liability insurance, domestic building insurance or any other type of indemnity insurance in relation to your work as a building practitioner in Victoria, or an equivalent occupation in the building and construction industry in another Australian state or territory? Yes No
8. Do you have any physical or mental condition(s) that may affect your ability to carry out building work in the category and class you are seeking renewal in? Yes No

If **Yes**, Please state your condition(s) and describe how this may affect your ability to carry out building work: Please attach supporting documentation to this application form.

✔ If **YES** for questions 1-7, please provide details here:

What were the offences or breaches?

C continued

When did the event occur?

In which state or territory did the event occur?

What were the circumstances of the event?

What penalty did you receive?

What you have done to prevent the event from occurring again?

Part D**NATIONAL POLICE CHECKING SERVICE (NPCS) INFORMED CONSENT FORM**

You must include a completed authorisation for a National Police Check as part of your application for registration renewal.

[Click here to download](#) the **National Police Checking Service Informed Consent Form** from the VBA website.

Part E



INSURANCE

Proof of Insurance

If you are registered in the category and class of **Domestic Builder (Unlimited)**, **Domestic Builder (Manager)** or **Domestic Builder (Limited)**:

- Attach written proof that you are eligible to purchase Domestic Building Insurance. The letter of eligibility must be issued **no more than four months before** the registration expiry date. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility

If you are registered in the category and class of **Commercial Builder (Limited)** or **Commercial Builder (Unlimited)**:

- You are not required to provide proof of insurance.

If you are registered in the category and class of **Demolisher (Low Rise Buildings)**, **Demolisher (Medium Rise Buildings)** or **Demolisher (Unlimited)** or **Erector** or **Supervisor (Temporary Structures)**:

- Attach written proof that you are covered by Public Liability insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of insurance.

The insurance must cover you for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer. Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your registration if you are no longer covered by the required insurance.

If you are registered **any other category and class of building practitioner**:

- Attach written proof that you are covered by Professional Indemnity insurance. Do not send a quote, invoice or receipt as we will not accept this as proof of eligibility.

The insurance must cover you for the period **up to and including the registration expiry date**.

When you receive your new certificate of insurance currency, you must provide a copy to the VBA as soon as you receive it from your insurer. Under section 180(A) of the *Building Act 1993* the VBA can immediately suspend your registration if you are no longer covered by the required insurance.

! PLEASE COMPLETE THIS SECTION CAREFULLY. YOUR APPLICATION WILL NOT BE GRANTED IF YOUR PROOF OF INSURANCE / LETTER OF ELIGIBILITY IS OUT OF DATE OR DOES NOT MEET THE REQUIREMENTS SET OUT ON THIS PAGE.

PART E CONTINUES NEXT PAGE

E continued

Insurance Requirements

The insurance policy (or letter of eligibility to purchase domestic building insurance) must comply with the *Building Act 1993* and the relevant Ministerial Order. Copies of the Ministerial Orders can be located [here on the VBA website](#).

Policy details

Director / Partner Sole trader

Policy Number

Entity that is insured

Insurance Provider

Commencement date of insurance

D	D	/	M	M	/	Y	Y	Y	Y
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Expiry date of insurance

D	D	/	M	M	/	Y	Y	Y	Y
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Part F

APPLICATION FEE

- If you are applying to renew your registration in the category of **Domestic Builder (Unlimited), Domestic Builder (Manager) or Domestic Builder (Limited)** AND your registration is current at the time you lodge this application, the fee is **\$428.50***

OR

- If you are applying to renew your registration in the category of **Building Surveyor or Building Inspector or Commercial Builder or Demolisher or Draftsperson or Engineer or Erector or Supervisor of Temporary Structures or Quantity Surveyor** AND your registration is current at the time you lodge this application, the fee is **\$214.30***

OR

- If you are applying to renew your registration in the category of **Domestic Builder (Unlimited) or Domestic Builder (Manager) or Domestic Builder (Limited)** AND your registration is in suspension (for less than three years) at the time you lodge this application, the fee is **\$708.70** (This includes \$428.50 application fee + \$250.20 annual fee + \$30 late fee to revoke the suspension).

OR

- If you are applying to renew your registration in the category of **Building Surveyor or Building Inspector or Commercial Builder or Demolisher or Draftsperson or Engineer or Erector or Supervisor of Temporary Structures or Quantity Surveyor** AND your registration is in suspension (for less than three years) at the time you lodge this application, the fee is **\$370.00** (This includes \$214.30 application fee + \$125.70 annual fee + \$30 late fee to revoke the suspension)

* If you hold a current registration in more than one category and class of building practitioner, you may be eligible for a discounted fee. Visit the 'building registration fees' page of the VBA website (www.vba.vic.gov.au) to learn more. If you are eligible, pay the discounted fee.

**! PLEASE COMPLETE THIS SECTION CAREFULLY.
YOUR APPLICATION WILL NOT BE GRANTED IF YOU DO NOT AUTHORISE THE CORRECT FEE.**

PAYMENT METHOD

Please select your payment method:

- credit card cheque money order

Please make cheques and money orders payable to: **Victorian Building Authority**

Note:

- ▶ The VBA does not accept cash

PART F CONTINUES NEXT PAGE

F continued

**CREDIT CARD PAYMENT DETAILS**

Card type:

 Visa Mastercard

Amount:

 (select relevant fee from page 8)

Card number:

Name of card holder:

Card expiry date:

 /

Signature of card holder

Date of signature

 / / **PLEASE DO NOT PRINT FORM PAGES ON THE BACK OF THIS PAGE
BECAUSE THIS PAGE WILL BE DESTROYED.**

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Part G



PHOTO IDENTIFICATION FORM

Your details

First name

Last name

Your date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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Photo requirements

You must provide two photos of yourself with your application.

- Print your name on the back of each photo.
- Affix the two photos in the space below with double sided tape. Do not place any tape on the front of the photos.

The photos must be:

- › identical
- › in colour
- › less than six months old
- › 4.5–5 cm in height and 3.5–4 cm in width
- › without a border
- › good quality gloss prints on photo paper.

In the photo, you must:

- › be in sharp focus
- › have a plain, light-coloured background
- › be uniformly lit (no shadows or reflections)
- › look directly at the camera
- › not have hair or garments covering your face
- › have a neutral expression (not laughing, smiling or frowning).

For office use only

Application reference number

Practitioner identification number

AFFIX PHOTO
HERE

AFFIX PHOTO
HERE


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Part H

YOUR SIGNATURE

- I understand that the VBA may request more information from me to help it decide whether to grant my application for renewal as a registered building practitioner.
- I acknowledge that it is an offence to make any false or misleading statement or provide any false or misleading information to the Victorian Building Authority in relation to this application (Section 246 of the *Building Act 1993*).

Signature of applicant



Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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END OF APPLICATION FORM

People who can certify copies of original documents

People working in these occupations

Chiropractor
 Dentist
 Legal practitioner
 Medical practitioner
 Nurse
 Optometrist
 Patent attorney
 Pharmacist
 Physiotherapist
 Psychologist
 Trade marks attorney
 Veterinary surgeon

Others

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with five or more continuous years of service

Building society officer with five or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia, and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*, and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia, and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*, and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with five or more years of continuous service

Holder of a statutory office not specified elsewhere in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- (a) an officer, or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service, or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants

Member of:

- (a) the Parliament of the Commonwealth, or
- (b) the Parliament of a state, or
- (c) a territory legislature, or
- (d) a local government authority of a state or territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority, or
- (c) a local government authority, with five or more years of continuous service who is not specified elsewhere in this list

Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority, or
- (b) a state or territory or a state or territory authority

Sheriff

Sheriff's officer

Teacher employed on a full time basis at a school or tertiary education institution

Member of the Australasian Institute of Mining and Metallurgy