

Domestic Builder

(Unlimited)

Application Form

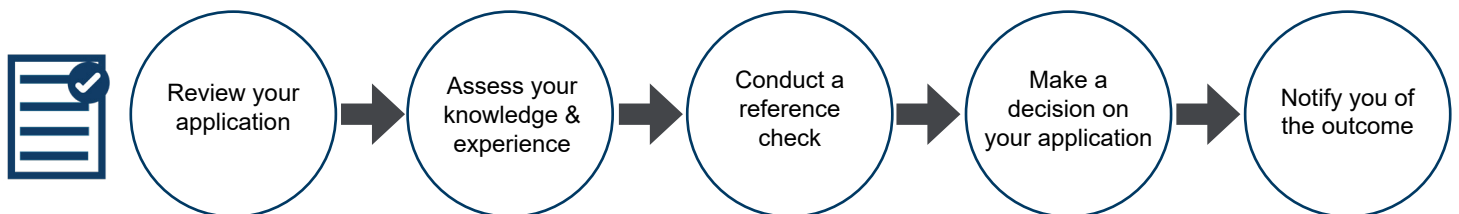
How to apply

Save and complete this form on your computer. Do not handwrite.

Please provide:



The VBA will:



How to submit your application

Please fill out your application, sign and submit 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



Part A

About You (the applicant)

*If you are an 'excluded person' as defined in 171F of the Building Act, then your application for **registration** cannot be granted.*

Title:*

* Information you must supply

Mr

Mrs

Ms

Miss

Other

First name*

Middle name

Surname*

Date of birth*

Your contact details

Email*

Mobile number*

Home telephone number

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

Street no. and name*

Suburb*

State*

Postcode*

Your postal address (if different from residential address)

Street no. and name*

Suburb*

State*

Postcode*

Your business details

Your business address (will be listed in the public register once your application has been granted)

Street no. and name*

Suburb*

State*

Postcode*

Business email

Business telephone



Any current registrations

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

No Yes

If yes, please enter your registration number/s

Any other licences and/or registrations?

	Yes	No
a) Are you currently authorised to perform building work outside of Victoria?		
b) Have you previously been (but not currently) authorised to perform building work outside of Victoria?		
c) Do you hold a current licence to perform high risk work issued by an Australian state or territory workplace health and safety regulator?		
d) Do you hold a current Construction Induction Card (White Card) issued by an Australian state or territory workplace health and safety regulator?		

If you answered YES to any questions regarding other licences/registrations, complete the table below, with details as requested. Please attach certified photocopies of each. [See who can certify your documents](#).

Type (registration/licence)	Regulator name (issuer of licence/registration)	State	Date (first issued)	Number (registration/ licence)	Lic/Reg (certified)
<i>Builder - Occupational Licence</i>	<i>Queensland Building and Construction Commission</i>	<i>QLD</i>	<i>mm/yy</i>	<i>#####</i>	

If you require more room, please attach an additional page



Part B

Relevant Qualifications

For each qualification that you list below, please attach certified photocopies of:

1. The qualification, issued by the University, TAFE, or Registered Training Organisation, and
2. Your record of results stating the units of competency/subjects.

[See the relevant qualifications](#) for registration in this class. [See who can certify your documents.](#)

	Name of qualification	Institution (TAFE, University, RTO)	Year completed	Qualification	Results
X	Bachelor of Construction, Management and Economics	Holmesglen Institute	dd/mm/yy		
1					
2					
3					
5					
6					

If you require more room, please attach an additional page

Part C

Employment History - Building

Employer 1*

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 1

Street no. and name

Suburb

State

Postcode

**Employer 2***

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 2

Street no. and name

Suburb

State

Postcode

Employer 3*

Employer/supervisor name

Supervisor's position/title

Employer/supervisor primary contact number

Their building practitioner registration number
(if applicable)

Their company name

Your position/title at time of employment

Dates of your employment:

From

To

Address of employer 3

Street no. and name

Suburb

State

Postcode

If you require more room, please attach an additional page.



Part D

Experience

Section 1

Building project work history

Please list details of relevant domestic building work that you have undertaken in the last seven years.

Site address	Registered building practitioner detail (Their name & registration number)	Construction details (include: Class of building, type of construction (A, B, C), number of storeys & number of basement levels)	Permit no.	Your role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)	Onsite hours per week
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder DB-U 65234	Class 5, Type B, 1 storey 1 basement level	#####	Supervisor	06/2019- 09/2019	31 hours



Section 1 *continued*

Building project work history

Please list details of relevant domestic building work that you have undertaken in the last seven years.

Site address	Registered building practitioner detail (Their name & registration number)	Construction details (include: Class of building, type of construction (A, B, C), number of storeys & number of basement levels)	Permit no.	Your role (eg: Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)	Onsite hours per week
123 Alphabet st. Melbourne 3000 Victoria	Joe Builder DB-U 65234	Class 5, Type B, 1 storey 1 basement level	#####	Supervisor	06/2019-09/2019	31 hours

If you require more room, please attach an additional page.



Section 2

Portfolio - three building projects in detail

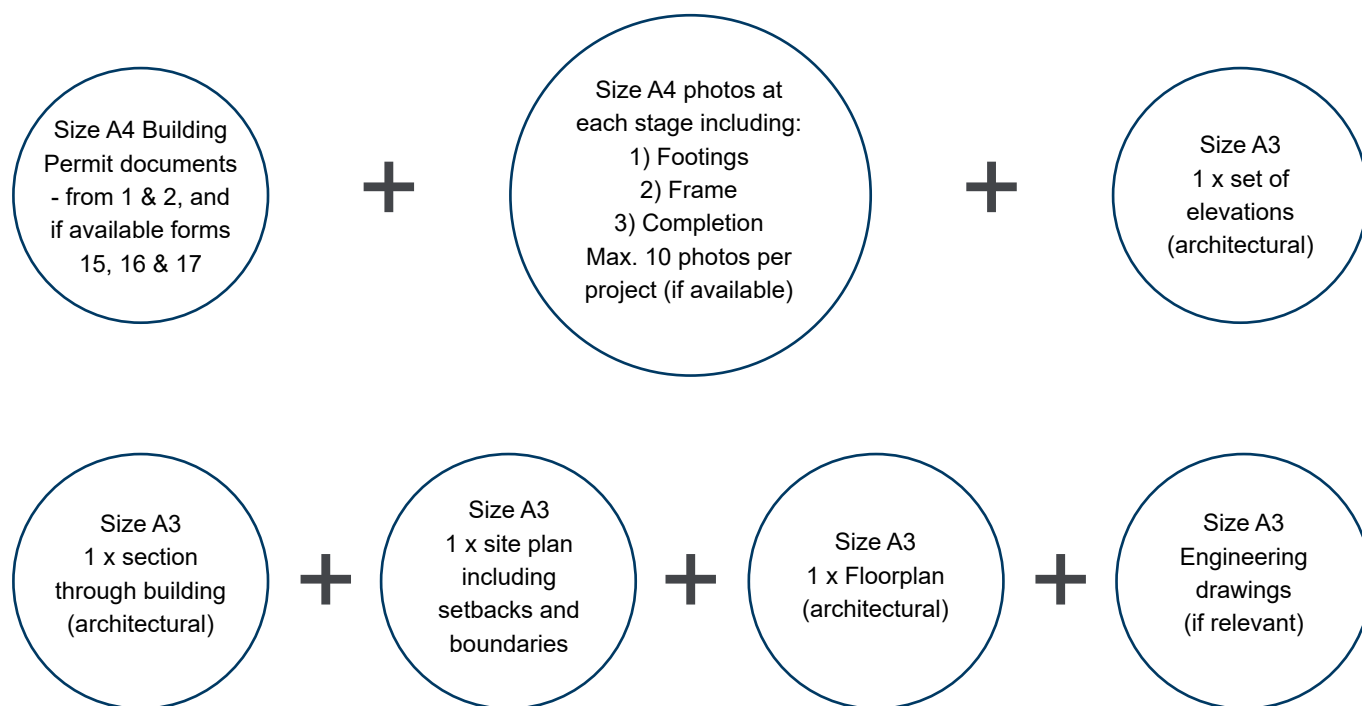
Please select three projects from your building project work that best demonstrate your experience in the relevant components of domestic building work. You will need to provide evidence documents for each project, including technical referee/s to verify your experience.

Instructions

1) Ensure that each project:

- Was undertaken within the last seven years.
- Shows all aspects of end-to-end construction (or alternatively provide a selection of projects which show each component of relevant building work).
- At least one project you choose must be of Class 1a.

2) For each project provide photocopies of the following documents:



If you do not provide the above documents, your application for registration may not be accepted.

Section 3

Demonstrated experience

Please list the site addresses of the 3 building projects you chose to demonstrate your experience with.

Project 1

Project 2

Project 3



Explanation of terms

Assisted	Refers to when you have assisted a competent and qualified practitioner in the carrying out of a particular component of building work.
Carried out	The actual hands-on carrying out of building work. It refers to when you have been solely responsible for that component of building work.
Managed	The management of building work. It refers to when you were not involved in the actual carrying out of that component other than engaging a competent practitioner to do so; however, you as the manager/supervisor were responsible for the quality and compliance of that component of work.

Please indicate the components of building work relevant to domestic building work that you either assisted, carried out or managed in each of your chosen three building projects.

Did you assist, or manage any of the following components of building work per project?

Components of building work		Project 1		Project 2		Project 3	
		Assisted	Managed	Assisted	Managed	Assisted	Managed
Area of Experience (AoE) 1 - Apply for a building permit for the work							
Preliminary work	Determined requirement for building permit						
	Obtained building permit/or approvals from other authorities						
	Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances						
	Prepared contracts for the building work						
	Administered appropriate contracts						
	Managed contract variations and defects						
	Arranged/attended mandatory inspections						
Site supervision	Completed handover including certificates of compliance						
	Managed the building work from start to finish						
	Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills						
	Conducted business and financial aspects for projects						
	Prepared cost estimates and quotations for project/part of project						
	Area of Experience (AoE) 4 – Co-ordinate onsite construction works						
	Developed and monitored progress schedules for the work						
Site supervision	Provided on-site day to day supervision of the project						
	Supervised subcontractors/trades to ensure work was conducted safely & to standard						
	Area of Experience (AoE) 5 – Ensure works are planned and conducted safely						
	Managed site safety throughout the project						



Did you assist, or manage any of the following components of building work per project?

Components of building work		Project 1			Project 2			Project 3		
		Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 6 – Domestic Building work that you carried										
Pre-base work	Interpreted architectural plans, drawings specifications									
	Interpreted engineering designs, plans, drawings and specifications									
	Carried out excavation work									
	Established the construction site									
	Provided protection works for the property									
	Undertook demolition work									
	Arranged services (power/sewer/stormwater/gas)									
	Set out the site for construction/work									
	Excavation/site levelling									
Base work	Constructed retaining walls									
	Constructed stump and pad footing systems									
	Constructed concrete raft slabs									
	Constructed concrete waffle pod slabs									
	Installed bored piers									
	Installed screw piles									
	Constructed strip footings									
	Constructed formwork for concrete slabs									
	Selected installation of steel reinforcements									
	Installed damp-proofing									
Installed termite protection										



Did you assist, or manage any of the following components of building work per project?

Components of building work		Project 1			Project 2			Project 3		
		Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
Area of Experience (AoE) 6 – Domestic Building work that you carried cont.										
Framework	Constructed sub-floor framing									
	Constructed wall framing - stick build									
	Constructed wall framing - prefabricated									
	Constructed roof framing - stick build									
	Constructed roof framing - prefabricated truss									
	Selected and installed bracings/ fixings									
	Constructed fire rated party walls									
Lock-up work	Constructed brickwork/brick cladding									
	Installed roof tiles									
	Installed roof sheeting									
	Installed internal insulation									
	Internal/external services rough-in									
Fix work	Selected and installation of waterproofing									
	Cabinet and joinery									
	Installed tiling - wall and floor									
	Completed fixings - architraves/skirting/doors/ hardware									
	Completed fitoffs - bathroom/ kitchen/heating and cooling									
Other work	Constructed decks with sub-floor framing									
	Constructed fences and gates									
	Constructed swimming pools									
	Landscaping works - including structural landscaping work									



Part E

Technical Referee Report

With your application please submit at least one Technical Referee Report - [download here](#). Your referee should be a registered Domestic Builder (Unlimited) and have directly supervised you carrying out the work listed in all or one of the projects you have listed. You may need more than one referee to cover all components of building work.

Part F

National Police Check via Online Provider

To support your application, we require you to undertake a national police check. To apply, visit the [VBA police check portal](#) and follow the steps. Upon completion, fill out the declaration below.

I declare that I have completed a Cited police check, on date:

Please note: You cannot provide a copy of your own criminal history check. If you do not complete the required police check, your application will be returned to you. Please use the above link to ensure you are not charged for this police check.

Part G

Partnerships

Are you carrying out, or intending to carry out, work as a partner in a business partnership? Yes No

If YES, complete details below and ensure that each partner completes a separate [Partner Declaration](#) and submit along with this application.

Partnership name ABN

Partnership trading name

Partner details

Enter details for each business partner (excluding you) in the table below.

Contact details	Partner 1	Partner 2
Full name		
Contact number		
Email address		
Postal Details		
Street no. and name		
Suburb		
State		
Postcode		

If you require more room, please attach an additional page



Part H

Declaration

You must truthfully answer all of the following questions by ticking the appropriate boxes.

Excluded persons	Yes	No
If you are an 'excluded person' as defined in 171F of the <i>Building Act</i> , then your application for registration cannot be granted . To assist the VBA in assessing your application, please answer all the following questions. If you do not answer all the questions, this will delay the determination of your application.		
a) Are you or an associate ¹ currently disqualified by an order of a disciplinary body ² from applying for registration?		
b) Have you or an associate previously held a building practitioner registration within Victoria or outside Victoria that was cancelled due to disciplinary action, and you or your associate are:		
i. currently disqualified from applying for registration; or		
ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified		
c) Have you applied for a building practitioner registration in Victoria, or a similar registration ³ in another jurisdiction, within the last two years and the application was refused because you provided false and misleading information?		
d) Are you a represented person under the <i>Guardianship and Administration Act 1986</i> ?		
Personal probity	Yes	No
Within the last 10 years (whether in Victoria or outside Victoria):		
a) Were you convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence?		
b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?		
c) Did you have any registration, licence, approval, certificate or other type of authorisation as a building practitioner suspended or cancelled for any reason other than your failure to renew this authorisation?		
d) Were you convicted or found guilty of an offence ⁴ involving:		
i. misleading conduct in relation to goods or services		
ii. false or misleading representation in relation to goods or services		
iii. bait advertising		
iv. accepting payment without intending or being able to provide services or goods		
v. harassment or coercion in connection to goods, services, payment of goods or services or the sale, grant (or possible sale or grant) of interest in land, or payment for interest in land.		

1. Associate means someone who exercises significant influence over you or your business

2. Meaning the Building Practitioner Board, Building Appeals Board, Victorian Civil and Administrative Tribunal or the VBA

3. Similar registration means a registration, licence, approval, certificate or other form of authorisation under a corresponding Act that corresponds to a relevant registration

4. Offences as defined in the following legislation: section 10, 11, 12, 17, 19 or 21 of the *Fair Trading Act 1999*, section 53, 55, 55A, 56, 58 or 60 of the *Trade Practices Act 1974 (Cth)*, section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of the *Australian Consumer Law* (Victoria), section 29, 33, 34, 35, 36, 50, 151, 157, 158 or 168 of Schedule 2 to the *Competition and Consumer Act 2010 (Cth)*



Personal probity <i>continued</i>	Yes	No
e) Has a court or the Victorian Civil and Administrative Tribunal (VCAT) subjected you to an order that you failed to comply with within the period required by the court or VCAT, where the order was issued under:		
i. the <i>Building Act 1993</i> or regulations under that Act?		
ii. the <i>Domestic Building Contracts Act 1995</i> of the regulations under the Act?		
Financial probity		
You must truthfully answer all of the following questions by ticking the appropriate box.		
a) Are you, or have you ever been, an insolvent under administration?		
b) Are you, or have you ever been, disqualified from managing corporations ⁵ ?		
c) Has an insurer ever declined, cancelled, or imposed special conditions on any indemnity insurance related to your work as a building practitioner in Victoria or in an equivalent building occupation in another State or Territory?		
d) Do you (personally or as company director) have any outstanding judgment debt:		
i. for amounts recoverable by an insurer under a policy of insurance for domestic building work ⁶ that has not been satisfied within the period required to do so?		
ii. owed to the VBA as a debt due under this Act that has not been satisfied within the period required to do so?		
iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?		
e) Do you (personally or as company director) have any outstanding amounts payable, either under a dispute resolution order ⁷ or a Victorian Civil and Administrative Tribunal order in relation to a domestic building dispute, that has not been paid within the period required by the order?		
f) Do you (personally or as company director) have any outstanding unpaid adjudicated amount due to be paid under the <i>Building and Construction Industry Security of Payment Act 2002</i> if:		
i. the period for making an adjudication review application under that Act for that amount has expired, and if		
ii. an adjudication review application in relation to that amount was not lodged?		
g) Have you ever been the director of a company when that company had any outstanding judgment debt or unpaid amount referred to in paragraph (d) and (e) and (f) above?		

5. Under Part 2D.6 of the *Corporations Act 2001*

6 Referred to in section 137A or 137B of the *Building Act 1993*

7 Within the meaning of the *Domestic Building Contracts Act 1995*



Financial probity *continued*

If you answered YES to any of the questions relating to personal probity or financial probity, please provide details here:

1) What were the offences or breaches?

2) When did the event occur?

3) In which State or Territory did the event occur?

4) What were the circumstances of the event?

5) What penalty did you receive?

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

If you require more room, please attach an additional page under the heading 'Personal/Financial Probity'.



Financial probity <i>continued</i>	Yes	No
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You must truthfully answer all of the following questions by ticking the appropriate box.

h) Have you performed any of the following roles for a company (or companies) within two years of that company (or companies) going into external administration?

• Director	
• Secretary	
• Influential person	

Definitions

‘Influential person’ means, in relation to a company, a natural person (other than a director or secretary of the company), who is in a position to control or substantially influence the company’s conduct.

‘External administration’ occurs when (a) a liquidator or provisional liquidator has been appointed; (b) the company is under administration; or (c) a deed of company arrangement (DOCA) has been entered into. For the purposes of this form, a company is not under external administration merely because a receiver and manager or other controller has been appointed.

If you answered **Yes** to the declaration above, please complete the [External Administration Declaration form](#). If the declaration relates to multiple companies, please complete separate forms for each company.

If you answered **No** to the declaration above, continue to the next section of this application form.



Part I

Photo Requirements

If your application for registration is granted, we will issue you with an identification card showing your name, your photograph, the category and class of building practitioner in which you are registered, and any limitations imposed on your registration.

You must provide a photo of yourself with your application.

Print your name on the back

Affix photo in the space below with double sided tape

Do not place any tape or staples on the front of the photo

The photo must be:

- In colour
- Less than six months old
- 4.5–5cm in height and 3.5–4cm 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)



Verify Your Identity

You are required to verify your identity as part of your application process. To do this, you will need to provide two identity documents from the appropriate categories (see Evidence of Identity Documents below).

All identity documents provided to the VBA must be certified photocopies. A certified photocopy is a photocopy of an original document that has been verified as being a true photocopy of an original document. This is completed by an authorised person who can certify documents. People authorised to certify documents can be found [here](#).

To verify your identity, you must provide **certified photocopies** from the following:

- One document from Category A; and
- one document from Category B.

At least one of the identity documents provided must contain your photograph.

If your identity documentation is under different names, you will need to provide one document from the Difference in Name Documentation section.



Identity Documents - please provide:	Tick if document provided
Category A (one document)	
Australian photo driver's licence or learner permit photo card	
Australian Passport	
Overseas Passport (if it has expired by more than two years, it is acceptable if accompanied by a current Australian visa)	
Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and commemorative birth certificates are not accepted)	
Immicard issued by the Department of Home Affairs	
Australian Naturalisation or Citizenship Certificate	
Victorian marine licence photo card	
Victorian firearm licence photo card (Note: Minor and junior permit/licence are not accepted)	
Category B (one document)	
Medicare card	
Bank card	
Working with Children's Check card	
Australian Proof of Age card	
Australian Keypass card	
Australian Defence Force photo identity card (excluding civilian staff)	
Department of Veterans Affairs card	
Pensioner Concession card	
Difference in name documentation	
Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia	
Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia.	

Part J

Fees

If you are **NOT** currently registered with the VBA in any other class of domestic building, the fee to lodge this application is \$956.80.

If you **ARE** currently registered with the VBA in any other class of domestic building, the fee to lodge this application is \$612.30.



Payment details*

Please select your payment method and complete the details as requested. Please Note: The VBA does not accept cash.

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

Credit Card:

Visa Mastercard Name of cardholder

Amount Card number Card expiry
/

Signature of cardholder Date of signature CVV

Part K Your Signature

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.

I declare that the information contained in this application, including attachments, is true and correct. By signing this, I declare that I have read and understood how the VBA manages my personal information and the [VBA's Privacy Collection notice](#), as stipulated on the final page of this document.

Signature Date of signature



Before submitting your application

Reminder checklist

Have you provided:

Your police check reference number

Your photo ID

Have you attached certified photocopies of:

Your qualifications

Your statement of results

Your evidence of identity documents (Category A & B)

For the three projects you listed in your building work history, have you provided:

Size A4 Building permit documents - form 1 & 2, and if available forms 15, 16 & 17

Size A4 Photos at each stage of project including:

1) Footings

2) Frame

3) Completion

Max. 10 photos per project (if available)

Size A3 1 x set of elevations (architectural)

Size A3 1 x section through building (architectural)

Size A3 1 x site plan including, setbacks and boundaries

Size A3 1x floorplan (architectural)

Size A3 Engineering drawings

Technical Referee Report (at least one)



Privacy collection notice

How the VBA uses and discloses your personal information

The Victorian Building Authority (VBA) 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 VBA may be unable to process and subsequently grant your application. The VBA may also use such information for the following purposes:

- (a) To enable the VBA 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 VBA (whether to you personally or a member of the public).
- (c) Law enforcement by the VBA 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 VBA's website).
- (e) 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 or customers 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, an agent 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, 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 information about how to contact the VBA is available at www.vba.vic.gov.au/legal/privacy.