

# 申请

**VBA** VICTORIAN  
BUILDING  
AUTHORITY

## Domestic Builder

(Unlimited)

Application Form

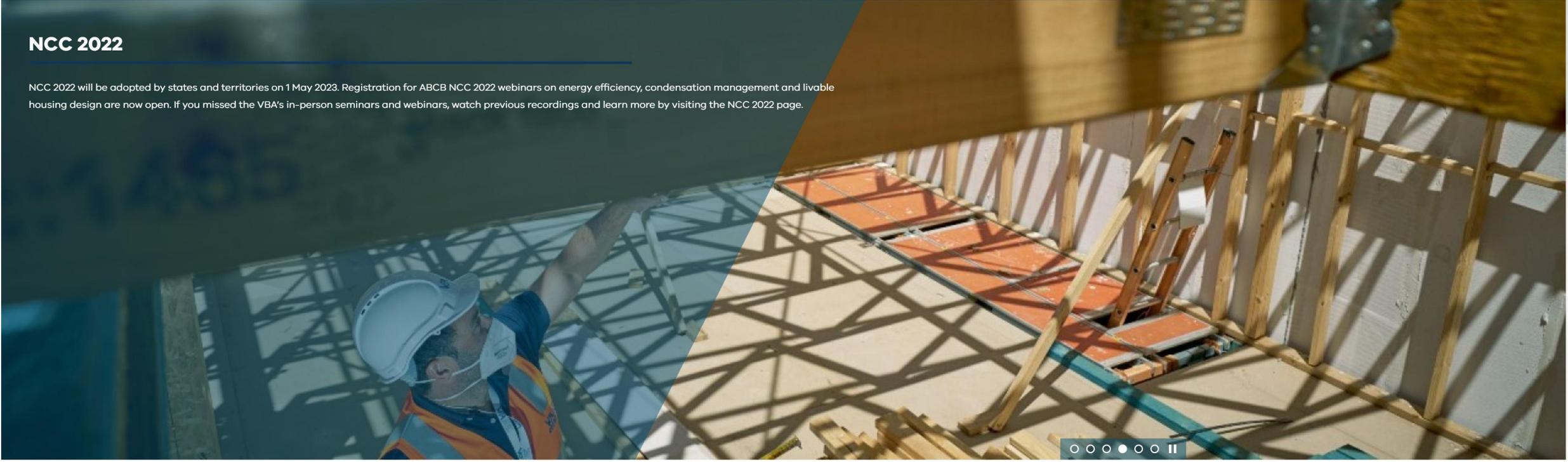
## How to apply

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

**Please provide:**

## NCC 2022

NCC 2022 will be adopted by states and territories on 1 May 2023. Registration for ABCB NCC 2022 webinars on energy efficiency, condensation management and livable housing design are now open. If you missed the VBA's in-person seminars and webinars, watch previous recordings and learn more by visiting the NCC 2022 page.



<https://www.vba.vic.gov.au/>

任何申请有关的问题，都可以拨打这个电话，电话比较畅通

## Contact us

To contact the VBA, call **1300 815 127** or submit an online enquiry below.

For all COVID-19 enquiries, please contact the Business Victoria hotline on 13 22 15.

The VBA no longer accepts fax as a form of communication.

### Please note:

Technical Support for Building and Plumbing

### Opening Hours:

Monday to Friday (10:00 am – 4:00 pm)

## Submit an online enquiry

Whether you need help with your registration or licence application, want to book a drain inspection or need advice from our technical team, we've got you covered.



## 申请builder考试的一些要求

### Building practitioner registration

The Victorian Building Authority (VBA) regulates the building industry in Victoria and registers building practitioners in seven categories.

Each category and class has specific requirements for when a practitioner must register with the VBA, and the work that registered building practitioners can lawfully undertake.

For more information and how to apply, click the relevant registration class below where you will find links and information relating scope of work, prescribed qualifications, and experience.

On this page	Hide
Am I eligible for registration?	>
'Fit and proper' person	>
Qualification and experience requirements	>
FAQs and reference links	>

Building Inspector	+
Building Inspector (pool safety)	+
Building Surveyor	+
Commercial Builder	+
Demolisher	+
Domestic Builder	+
Draftsperson	+
Erector or Supervisor of Temporary Structures	+
Project Manager	+
Quantity Surveyor	+

#### Domestic Builder

Domestic building work is work associated with the construction, renovation, improvement, or maintenance of a home. There are 30 classes of domestic building work.

A person registered as Domestic Builder Unlimited is responsible for carrying out, managing and arranging all components of domestic building work.

A person registered in a Domestic Builder Limited class can only do certain types of domestic building work, like carpentry or glazing.

For more information see, [What is domestic building work?](#)

To apply for registration as a Domestic Builder, you will need to complete:

1. Online application form
2. Technical Referee Report
3. Your evidence portfolio

#### Application forms

Please follow the instructions carefully. Our application process changes from time to time.

To apply for registration as a Domestic Builder, you'll need to complete an online application form:

- To start a new application, [log in to VBA](#) and start a new application from the "Registration and licensing" page.
- To continue an application, [log in to VBA](#) and find your draft application on the "Registration and licensing" page.



## 申请builder考试的一些要求

### Technical references

To apply for registration as a Domestic Builder you will need to provide a technical reference confirming your experience – you may need to provide more than one technical reference. Your referees must be Domestic Builders registered in the same class or a class higher than the one you're applying for.

All referees will each need to complete and sign a Technical Referee Form for the class you're applying for. Make sure you use the correct form – as using the incorrect form will result in delays to your application:

- [Technical Referee Form – Domestic Builder \(unlimited\)](#) (PDF, 803.7 KB) ←
- [Technical Referee Form – Domestic Builder \(limited to attaching external fixtures\)](#) (PDF, 478.38 KB)
- [Technical Referee Form – Domestic Builder \(limited to bathroom, kitchen, and laundry renovation\)](#) (PDF, 602.62 KB)
- [Technical Referee Form – Domestic Builder \(limited to bricklaying and blocklaying\)](#) (PDF, 549.01 KB)
- [Technical Referee Form – Domestic Builder \(limited to cabinet making, joinery, and stair construction\)](#) (PDF, 593.43 KB)
- [Technical Referee Form – Domestic Builder \(limited to carpentry\)](#) (PDF, 871.81 KB)
- [Technical Referee Form – Domestic Builder \(limited to door and window replacement and installation\)](#) (PDF, 442.81 KB)
- [Technical Referee Form – Domestic Builder \(limited to earthworks and excavation work\)](#) (PDF, 473.28 KB)
- [Technical Referee Form – Domestic Builder \(limited to external wall cladding\)](#) (PDF, 461.03 KB)
- [Technical Referee Form – Domestic Builder \(limited to floor and wall tiling work\)](#) (PDF, 484.66 KB)
- [Technical Referee Form – Domestic Builder \(limited to floor finishing and covering\)](#) (PDF, 493.17 KB)
- [Technical Referee Form – Domestic Builder \(limited to footings and slab work\)](#) (PDF, 581.41 KB)
- [Technical Referee Form – Domestic Builder \(limited to framing\)](#) (PDF, 569.33 KB)
- [Technical Referee Form – Domestic Builder \(limited to glazing work\)](#) (PDF, 492.42 KB)
- [Technical Referee Form – Domestic Builder \(limited to insulation work\)](#) (PDF, 470.82 KB)
- [Technical Referee Form – Domestic Builder \(limited to painting and decorating\)](#) (PDF, 450.04 KB)
- [Technical Referee Form – Domestic Builder \(limited to re-stumping and re-blockking\)](#) (PDF, 548.63 KB)
- [Technical Referee Form – Domestic Builder \(limited to roof tiling\)](#) (PDF, 471.5 KB)
- [Technical Referee Form – Domestic Builder \(limited to sheet plastering\)](#) (PDF, 440.19 KB)
- [Technical Referee Form – Domestic Builder \(limited to site works involved in relocating a dwelling\)](#) (PDF, 527.7 KB)
- [Technical Referee Form – Domestic Builder \(limited to solid plastering and rendering\)](#) (PDF, 470.93 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of gates and fences\)](#) (PDF, 482.58 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of non-habitable building structures\)](#) (PDF, 592.36 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of private bushfire shelters\)](#) (PDF, 582.5 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of retaining walls\)](#) (PDF, 527.67 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of shade structures\)](#) (PDF, 481.56 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of structural landscaping\)](#) (PDF, 537.45 KB)
- [Technical Referee Form – Domestic Builder \(limited to the construction of swimming pools and spas\)](#) (PDF, 548.68 KB)
- [Technical Referee Form – Domestic Builder \(limited to the erection of poles, masts and antennae\)](#) (PDF, 492.49 KB)
- [Technical Referee Form – Domestic Builder \(limited to waterproofing\)](#) (PDF, 549.19 KB)



## 三个项目有什么要求?

### Qualification and experience requirements

When you apply for registration, the VBA will review your qualifications and experience to determine whether you have the knowledge and skills to carry out the work in the class of registration you are applying for.

The VBA can also consider other qualifications if they help to demonstrate your knowledge and skills.

#### What kind of experience do I need?

Your experience must show that you can carry out work competently and to a professional standard. Your experience should be:

- Supervised by a registered building practitioner
- Gained in an official paid capacity such employment or as a contractor
- Across all aspects of work including technical, supervision, contractual
- For at least the minimum number of required years
- Gained in the last seven years

Not all experience can be counted toward the minimum number of years of experience.

#### You should not rely on:

- Experience gained as an owner builder
- Experience gained as part of a training course
- Experience that is unpaid.

This experience does not carry a sufficient level of responsibility for the quality and compliance of the work you carried out. The VBA may disregard this experience.

You may be asked to provide evidence that your experience was gained under a paid arrangement. Keep records of your employment and/or contract work and provide these if requested.

#### Domestic Builder (unlimited) +

A person registered in the class of Domestic Builder (unlimited) is responsible for carrying out, or managing or arranging the carrying out of all components of domestic building work for the construction, renovation, improvement or maintenance of a home (class 1, 2, and 4 buildings, and associated class 10 buildings).

#### Experience needed

You must be able to demonstrate the capacity to carry out, manage or arrange the carrying out of domestic building work, in a competent manner and to a professional standard:

- establishing the requirement for a building permit for the proposed domestic building work
- applying for and obtaining a building permit for proposed work
- complying with a building permit
- arranging relevant certification of completed building work when required
- producing cost estimates and quotations for the proposed work
- identifying the need for, and establishing a major domestic building contract to undertake the work when required
- undertaking relevant planning and preparation for construction
- arranging for construction workers or sub-contractors to carry out construction works safely and competently
- complying with site safety requirements, including the development, communication, monitoring and maintenance of site safety plans throughout the construction
- ensuring site safety inductions are undertaken
- supervising the carrying out of all construction work, ensuring compliance
- with the National Construction Code, Australian Standards and local authority requirements
- ensuring construction is undertaken according to relevant provisions of safety and environmental legislation.

#### Practical years of experience

- At least 3 years of practical experience.

#### Courses

The successful completion of:

- a Bachelor of Construction Management and Economics from Holmesglen, or
- a Bachelor of Construction Management (Honours) from Deakin University, or
- a Diploma of Building and Construction (Building) (CPC50210 or CPC50220).



## 申请常见问题：申请builder考试需要cert4和diploma学历吗？

## FAQs and reference links

Registration Information Webinars: How can I find out more about the registration process?	+
What happens after you apply	+
Application outcome	+
What does a fit and proper person mean?	+
Building companies	+
Experience and qualifications: Is the Certificate IV in Building and Construction (Building) a prescribed course for Domestic Builder classes?	+
No. The Certificate IV in Building and Construction (Building) is not a prescribed course for any class of registration under the Victorian Building Regulations 2018. This course meet parts of the knowledge requirements for Domestic Builder classes, but not all of the knowledge requirements. Therefore, it is not considered an equivalent course for registration purposes. If you hold this qualification, you may include this in your application. The VBA will consider this course as part of the broader assessment of your knowledge and experience. If you do not hold the prescribed course for the class you are applying for, you may be asked to sit an additional VBA exam. For more information about the prescribed registration qualifications and equivalent qualifications, please see the guide <a href="#">'What is domestic building work?'</a> or call the VBA on 1300 815 127.	
English as a second language: Can I use an interpreter during my registration exam?	+
Partnerships and companies: Is a partnership the same as a company when it comes to registration?	+
How do I request a duplicate building practitioner certificate from the VBA?	+
Engineer registration	+
How do I certify a document?	+
Permitted reference materials	+

Experience and qualifications: Is the Certificate IV in Building and Construction (Building) a prescribed course for Domestic Builder classes? +

No. The Certificate IV in Building and Construction (Building) is not a prescribed course for any class of registration under the Victorian Building Regulations 2018.

This course meet parts of the knowledge requirements for Domestic Builder classes, but not all of the knowledge requirements. Therefore, it is not considered an equivalent course for registration purposes.

If you hold this qualification, you may include this in your application. The VBA will consider this course as part of the broader assessment of your knowledge and experience.

If you do not hold the prescribed course for the class you are applying for, you may be asked to sit an additional VBA exam.

For more information about the prescribed registration qualifications and equivalent qualifications, please see the guide ['What is domestic building work?'](#) or call the VBA on 1300 815 127.



## 申请常见问题：英语不好，可以用翻译吗？

Registration Information Webinars: How can I find out more about the registration process?	+
What happens after you apply	+
Application outcome	+
What does a fit and proper person mean?	+
Building companies	+
Experience and qualifications: Is the Certificate IV in Building and Construction (Building) a prescribed course for Domestic Builder classes?	+
<b>English as a second language: Can I use an interpreter during my registration exam?</b>	<b>+</b>
Yes - if you require an interpreter, please let us know.	
Partnerships and companies: Is a partnership the same as a company when it comes to registration?	+
How do I request a duplicate building practitioner certificate from the VBA?	+
Engineer registration	+
How do I certify a document?	+
Permitted reference materials	+



## 申请常见问题（网络回答版）

### FAQs and reference links

<a href="#">Registration Information Webinars: How can I find out more about the registration process?</a>	+
<a href="#">What happens after you apply</a>	+
<a href="#">Application outcome</a>	+
<a href="#">What does a fit and proper person mean?</a>	+
<a href="#">Building companies</a>	+
<a href="#">Experience and qualifications: Is the Certificate IV in Building and Construction (Building) a prescribed course for Domestic Builder classes?</a>	+
<a href="#">English as a second language: Can I use an interpreter during my registration exam?</a>	+
<a href="#">Partnerships and companies: Is a partnership the same as a company when it comes to registration?</a>	+
<a href="#">How do I request a duplicate building practitioner certificate from the VBA?</a>	+
<a href="#">Engineer registration</a>	+
<a href="#">How do I certify a document?</a>	+
<a href="#">Permitted reference materials</a>	+

X

千万不要有“借证”的暗示

X

常见错误:

1. 我拥有这块地，项目都是我自己的
2. 我是开发商
3. Builder是我朋友
4. 我和builder合开公司，公司接活我来干





VICTORIAN BUILDING AUTHORITY

## Domestic Builder

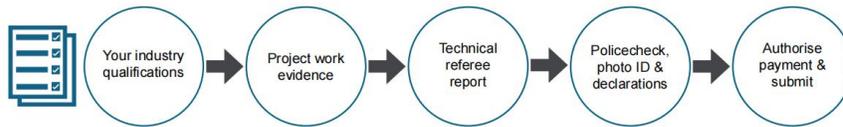
(Unlimited)

### Application Form

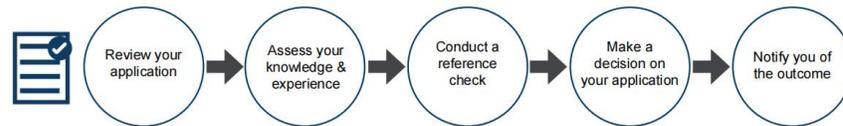
## How to apply

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

Zheng Han  
DB-U Application

Application Form  
Certifications

Technical Referee Form

Project 1  
19 Devon Drive,  
Blackburn North, VIC 3130

Project 2  
167 Dorking Road,  
Box Hill North, VIC 3129

Project 3  
6 Hirst Street,  
Blackburn, VIC 3130

VICTORIAN BUILDING AUTHORITY

## 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\*:**  Mr  Mrs  Ms  Miss  Other  \* Information you must supply

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

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

\*Information that you must supply

## PART A ABOUT YOU (THE APPLICANT)

Title\*:  Mr  Mrs  Ms  Miss  Other

First name\*  Middle name  Surname\*  Date of birth\*

### Your contact details

Email\*  Mobile number\*  Home telephone

### 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  Fax number  Business telephone

## VICTORIAN BUILDING AUTHORITY

### 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?	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you previously been (but not currently) authorised to perform building work outside of Victoria?	<input type="checkbox"/>	<input type="checkbox"/>
c) Do you hold a current licence to perform high risk work issued by an Australian state or territory workplace health and safety regulator?	<input type="checkbox"/>	<input type="checkbox"/>
d) Do you hold a current Construction Induction Card (White Card) issued by an Australian state or territory workplace health and safety regulator?	<input type="checkbox"/>	<input type="checkbox"/>

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)
Builder - Occupational Licence	Queensland Building and Construction Commission	QLD	mm/yy	#####	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

If you require more room, please attach an additional page

### 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Have you previously been (but not currently) authorised to perform building work outside of Victoria?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Do you hold a current licence to perform high risk work issued by an Australian state or territory workplace health and safety regulator?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Do you hold a current Construction Induction Card (White Card) issued by an Australian state or territory workplace health and safety regulator?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Continue over page

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 (licence/registration)	Regulator name (issuer of licence/registration)	State	Date (first issued)	Number (licence/registration)	Lic/Reg (certified)	Attachments (tick)
Builder – Occupational Licence	Queensland Building and Construction Commission	QLD	mm/yy	#####	<input checked="" type="checkbox"/>	<input type="checkbox"/>
White Card	WorkSafe	VIC	06/2018	0005426937 01	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
1				<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>

If you require more room, please attach an additional page

## PART B RELEVANT QUALIFICATIONS

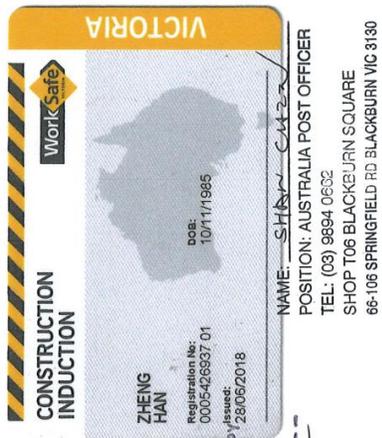
For each qualification that you list below, please attach certified photocopies of:

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	Attachments (tick each)	
				Qualification	Results
X	Bachelor of Construction, Management and Economics	Holmesglen Institute	dd/mm/yy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Certificate 4 in Building and Construction(Building)	Box Hill Institute	21/07/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Diploma of Building and Construction (Building)	Builders Academy	05/08/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>

If you require more room, please attach an additional page



I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL DOCUMENT SIGHTED BY ME  
 SIGNED [Signature] DATE 01/08/2022



This is to certify that

## Zheng Han

has fulfilled the requirements for

### CPC50210 Diploma of Building and Construction (Building)

I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL DOCUMENT SIGHTED BY ME  
 SIGNED [Signature]  
 DATE 01/08/2022

Certificate number: **23316**  
 Issue date: 5/08/2021

NAME: SHAN CUI  
 POSITION: AUSTRALIA POST OFFICER  
 TEL: (03) 9894 0662  
 SHOP T06 BLACKBURN SQUARE  
 66-106 SPRINGFIELD RD BLACKBURN VIC 3130

Qualification Authorised by: **Andrew Shea** CEO



The Qualification is recognised within the Australian Qualifications Framework



Level 4, 570 St. Kilda Rd, Melbourne, VIC 3004  
 1300 534 363  
[buildersacademy.com.au](http://buildersacademy.com.au)

House of Learning Pty Ltd trading as Builders Academy Australia  
 National RTO Code 21583 - ABN 21 144 869 634  
 A part of the Simonds group of companies



RECORD OF RESULTS

## Zheng Han

CPC50210 Diploma of Building and Construction (Building)

UNIT CODE	UNIT NAME	RESULT	DATE
BSBFIM501	Manage budgets and financial plans	CP	29/04/2021
BSBMGT617	Develop and implement a business plan	CP	29/04/2021
BSBOHS504B	Apply principles of OHS risk management	CP	29/04/2021
BSBPM6505A	Manage project quality	CP	29/04/2021
BSBPM6509A	Manage project risk	CP	29/04/2021
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects	CT	27/10/2020
CPCBC4003A	Select and prepare a construction contract	CT	27/10/2020
CPCBC4004A	Identify and produce estimated costs for building and construction projects	CT	27/10/2020
CPCBC4010B	Apply structural principles to residential low rise constructions	CT	27/10/2020
CPCBC4013A	Prepare and evaluate tender documentation	CP	29/04/2021
CPCBC5001B	Apply building codes and standards to the construction process for medium rise building projects	CP	7/07/2021
CPCBC5002A	Monitor costing systems on medium rise building and construction projects	CP	29/04/2021
CPCBC5003A	Supervise the planning of on-site medium rise building or construction work	CP	7/07/2021
CPCBC5004A	Supervise and apply quality standards to the selection of building and construction materials	CP	29/04/2021
CPCBC5007B	Administer the legal obligations of a building or construction contractor	CP	29/04/2021
CPCBC5009A	Identify services layout and connection methods to medium rise construction projects	CP	7/07/2021
CPCBC5010B	Manage construction work	CP	29/04/2021
CPCBC5018A	Apply structural principles to the construction of medium rise buildings	CP	7/07/2021

\*\*\*end of transcript\*\*\*

NAME: SHAN CUI  
 POSITION: AUSTRALIA POST OFFICER  
 TEL: (03) 9894 0662  
 SHOP T06 BLACKBURN SQUARE  
 66-106 SPRINGFIELD RD BLACKBURN VIC 3130

Qualification Authorised by **Andrew Shea** CEO

Date issued 5/08/2021  
 Certificate Number 23316

KEY: CP: Competent N/C: Not Competent CT: Credit Transfer  
 RPL- G: Recognition of Prior Learning Granted WD: Withdrawn

Level 4, 570 St. Kilda Rd, Melbourne, VIC 3004  
 1300 534 363  
[buildersacademy.com.au](http://buildersacademy.com.au)

House of Learning Pty Ltd trading as Builders Academy Australia  
 National RTO Code 21583 - ABN 21 144 869 634  
 A part of the Simonds group of companies



I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL DOCUMENT SIGHTED BY ME  
 SIGNED [Signature]  
 DATE 01/08/2022



## ACADEMIC TRANSCRIPT

Page 1 of 1  
Date of issue: 1/09/2020

ZHENG HAN  
UNIT 3 27-29 CANTERBURY RD  
BLACKBURN VIC 3130

Student Id: 10049890  
Internal Course Id : BBA36C  
External Course Id: CPC40110  
Course Name: Certificate IV in Building and Construction (Building)

### 2019, Semester 2

Unit Code	Unit Description	Mark	Grade
BSBMB404	UNDERTAKE SMALL BUSINESS PLANNING		PC
CPCBC4002A	MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE		PC
CPCBC4003A	SELECT AND PREPARE A CONSTRUCTION CONTRACT		PC
CPCBC4005A	PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING		PC
CPCBC4007A	PLAN BUILDING OR CONSTRUCTION WORK		PA
CPCBC4008B	CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS		PA
CPCBC4009B	APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS		PC
BSBIT202	CREATE AND USE SPREADSHEETS		PA
BSBMB406A	MANAGE SMALL BUSINESS FINANCES		PC

### 2020, Semester 1

Unit Code	Unit Description	Mark	Grade
CPCBC4001A	APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING PROJECTS		CO
CPCBC4004A	IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS		CO
CPCBC4006B	SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS		CO
CPCBC4010B	APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS		CO
CPCBC4011B	APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS		CO
CPCBC4012B	READ AND INTERPRET PLANS AND SPECIFICATIONS		CO
BSBIT201	PRODUCE SIMPLE WORD PROCESSED DOCUMENTS		CO

\*\*\* End of Transcript \*\*\*

I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL DOCUMENT SIGNED BY ME

SIGNED: [Signature]  
DATE: 01/08/2020

NAME: SHAN CHEN  
POSITION: AUSTRALIA POST OFFICER  
TEL: (03) 9894 0662  
SHOP T06 BLACKBURN SQUARE  
66-106 SPRINGFIELD RD BLACKBURN VIC 3130

Certificate IV in Building and Construction (Building)  
Award Number 1041854 conferred by Board on 28-Aug-2020

BOX HILL INSTITUTE 465 ELGAR ROAD, BOX HILL 3128 VICTORIA, AUSTRALIA



This is to certify that  
**Zheng Han**  
has fulfilled the requirements for

## Certificate IV in Building and Construction (Building)

Course Code: CPC40110

The qualification certified herein is recognised within the Australian Qualifications Framework

[Signature]  
BOARD CHAIR

[Signature]  
BOARD SECRETARY

NAME: SHAN CHEN  
POSITION: AUSTRALIA POST OFFICER  
SHOP T06 BLACKBURN SQUARE  
66-106 SPRINGFIELD RD BLACKBURN VIC 3130  
Date: 21 July, 2020  
Award Number: 1041854  
RTO: 4687

I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL DOCUMENT SIGNED BY ME

SIGNED: [Signature]  
DATE: 01/08/2020

NATIONALLY RECOGNISED TRAINING

## 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)

## 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

## 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

## 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	06/2016 – 09/2016	31 hours
19 Devon Drive, Blackburn North, VIC 3130		Class 1a, 10a 3 x Double storey unit development	BS-U 42299/2 0180528/0	Site Manager	08/2018 - 08/2020	40 hours
167 Dorking Road, Box Hill North, VIC 3129		Class 1a, 10a Single storey house	BS-L 63677/5 17301313121 4	Site Manager	09/2020 - 09/2021	40 hours
6 Hirst Street, Blackburn, VIC 3130		Class 1a, 10a 2 x Double storey unit development	BS-L 63677/2 02556412506 9	Site Manager	07/2020 - 03/2022	40 hours

Continue over 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 Alphet St. Melbourne 3000 Victoria	Joe Builder DB-U 65234	Class 5, Type B, 1 storey 1 basement level	#####	Supervisor	06/2016 – 09/2016	31 hours
19 Devon Drive, Blackburn North, VIC 3130		Class 1a, 10a 3 x Double storey unit development	BS-U 42299/2 0180528/0	Site Manager	08/2018 - 08/2020	40 hours
167 Dorking Road, Box Hill North, VIC 3129		Class 1a, 10a Single storey house	BS-L 63677/5 17301313121 4	Site Manager	09/2020 - 09/2021	40 hours
6 Hirst Street, Blackburn, VIC 3130		Class 1a, 10a 2 x Double storey unit development	BS-L 63677/2 02556412506 9	Site Manager	07/2020 - 03/2022	40 hours

Continue over page

Insurance policy date : 15/06/2020

#### Details of Relevant Planning Permit

Planning Permit No: WH/2019/846

Date of grant of Planning Permit: 21 January 2020

#### Nature of Building Work

Description: **Construction of two double storey dwellings with garages**

Storeys contains: 2

Rise in storeys: N/A

Effective height: N/A

Type of construction: N/A

Version of BCA applicable to permit: 2019

Cost of Building Work: \$800,000.00

Total floor area of new building work in m<sup>2</sup>: 457

#### Building classification

Part of Building: **Garage**

BCA Classification: **10a**

Part of Building: **Dwelling**

BCA Classification: **1a(b)**

#### Protection Work

Protection work is not required in relation to the building work proposed in this permit.

#### Inspection Requirements

The mandatory inspection notification stages are:

1. Before place a footing
2. Steel - before pouring in situ reinforced concrete
3. Frame
4. Final

**Occupation or User of Building:** An occupancy permit is required prior to the occupation or use of this building

If an occupancy permit is required, the permit is required for the whole of the building in relation to which the building work is carried out.

#### Commencement and Completion

This building work must commence by 29 July 2021

If the building work to which this building permit applies is not commenced by this date, this building permit will lapse unless an extension is applied for and granted by the relevant building surveyor before this date under regulation 59 of the Building Regulations 2018.

This building work must be completed by 29 July 2022

If the building work to which this building permit applies is not completed by this date this building permit will lapse, unless an extension is applied for and granted by the relevant building surveyor before this date under regulation 59 of the Building Regulations 2018.

#### Conditions

This permit is subject to the following conditions

1. All works are to be carried out in accordance with The Building Act 1993, The Building Regulations 2018, The Building Code of Australia 2019, all relevant codes and AS and all requirements of the local council planning scheme, relevant planning permit and local by-law's.

## VICTORIAN BUILDING AUTHORITY

### 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 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	06/2016 – 09/2016	31 hours

If you require more room, please attach an additional page

## Section 2

### Portfolio - three building projects in detail

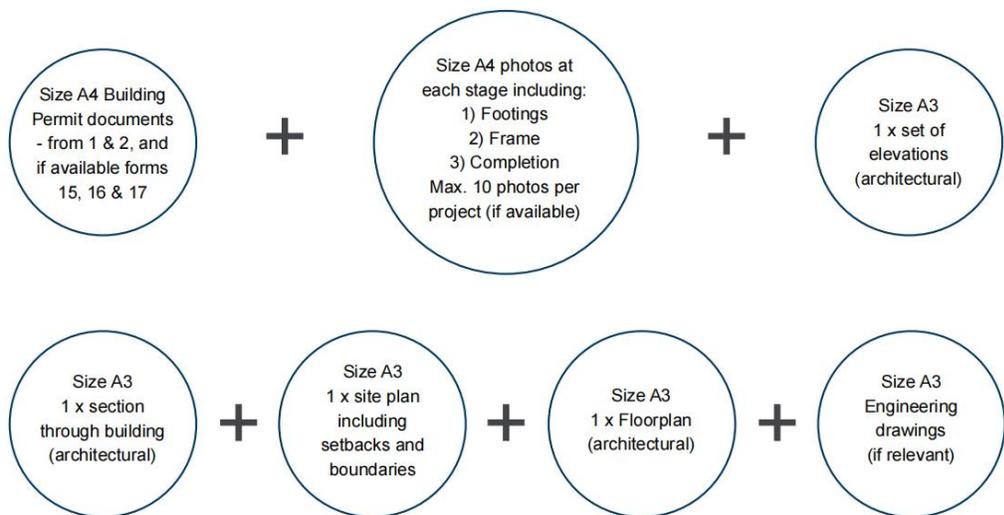
Please select three projects from your building project work that best demonstrate your experience in the relevant components of domestic building work. You will need to provide evidence documents for each project, including technical referee/s to verify your experience.

### 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

## SECTION 3

### Demonstrated experience

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

<b>Project 1</b>	19 Devon Drive, Blackburn North, VIC 3130
<b>Project 2</b>	167 Dorking Road, Box Hill North, VIC 3129
<b>Project 3</b>	6 Hirst Street, Blackburn, VIC 3130

## 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?**

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
<b>Area of Experience (AoE) 1 - Apply for a building permit for the work</b>						
Determined requirement for building permit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtained building permit/or approvals from other authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Area of Experience (AoE) 2 – Enter into and administer appropriate contracts and insurances</b>						
Prepared contracts for the building work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administered appropriate contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed contract variations and defects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged/attended mandatory inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed handover including certificates of compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed the building work from start to finish	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Area of Experience (AoE) 3 – Produce cost estimates and apply business financial management skills</b>						
Conducted business and financial aspects for projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared cost estimates and quotations for project/part of project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary work

<b>Area of Experience (AoE) 4 – Co-ordinate onsite construction works</b>							
<b>Site supervision</b>	Developed and monitored progress schedules for the work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided on-site day to day supervision of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Supervised subcontractors/trades to ensure work was conducted safely & to standard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Area of Experience (AoE) 5 – Ensure works are planned and conducted safely</b>						
Managed site safety throughout the project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	
<b>Area of Experience (AoE) 6 – Domestic Building work that you carried</b>										
Pre-base work	Interpreted architectural plans, drawings specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Interpreted engineering designs, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Carried out excavation work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Established the construction site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided protection works for the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Undertook demolition work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arranged services (power/sewer/stormwater/gas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set out the site for construction/work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation/site levelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Base work	Constructed retaining walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed stump and pad footing systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed concrete raft slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed concrete waffle pod slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed bored piers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed screw piles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed strip footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed formwork for concrete slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Selected installation of steel reinforcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed damp-proofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed termite protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Lock-up work	Constructed brickwork/brick cladding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed roof tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed roof sheeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Internal/external services rough-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fix work	Selected and installation of waterproofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cabinet and joinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed tiling - wall and floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed fixings - architraves/skirting/doors/hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed fitoffs - bathroom/kitchen/heating and cooling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## 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 an Australia Post 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	<input type="text"/>	<input type="text"/>
Contact number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
<b>Postal Details</b>		
Street no. and name	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

## 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 an Australia Post 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.

	Partner 1	Partner 2
<i>Contact Detail</i>		
Full name	<input type="text"/>	<input type="text"/>
Contact number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
<i>Postal Details</i>		
Street no. and name	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

If you require more room, please attach an additional page



Scan this QR code using the Australia Post app to verify the information on this certificate



13 POST   
<https://auspost.com.au>

Nationally Coordinated Criminal History Check Certificate for HAN, ZHENG

### Check Results Report

Report Run Date/Time: 13/07/2022 13:00:39 PM

**NSS001**      **Sensitive: Personal**  
**Important**

**LIMITATIONS ON ACCURACY AND USE OF THIS INFORMATION**

- This nationally coordinated criminal history check provides a point in time check about the applicant for an authorised nationally coordinated criminal history check category and purpose. Information obtained through this check should not be used for any other purpose.
- The accuracy and quality of information provided in this nationally coordinated criminal history check depends on accurate identification of the applicant which is based on information, including aliases, about the applicant provided in the application and the comprehensiveness of police records.
- While every care has been taken by the Australian Criminal Intelligence Commission (ACIC) to conduct a search of police information held by it and Australian police agencies that relates to the applicant, this nationally coordinated criminal history check may not include all police information about the applicant. Reasons for certain information being excluded from the nationally coordinated criminal history check include the operation of laws that prevent disclosure of certain information, or that the applicant's record is not identified by the search process across the agencies' relevant information holdings.
- This nationally coordinated criminal history check may contain any of the following information about an applicant:
  - charges;
  - court convictions;
  - findings of guilt with no conviction;
  - court appearances;
  - good behaviour bonds or other court orders;
  - pending matters awaiting court hearing;
  - traffic offence history.
 (Disclosable Court Outcome).
- If this nationally coordinated criminal history check contains a Disclosable Court Outcome, the entity submitting the application is required to:
  - notify the applicant of the nationally coordinated criminal history check;
  - provide the applicant with a reasonable opportunity to respond to, or validate the information, in the nationally coordinated criminal history check.
- To the extent permitted by law, neither the ACIC nor Australian police agencies accept responsibility or liability for any omission or error in the nationally coordinated criminal history check.

**NATIONALLY COORDINATED CRIMINAL HISTORY CHECK PROCESS**

The information in this nationally coordinated criminal history check has been obtained according to the following process:

- the ACIC searches its data holdings for potential matches with the name(s) of the applicant;
- the ACIC and the relevant Australian police agencies compare name matches with police information held in Australian police records;
- the relevant Australian police agency identifies any police information held in its police records and releases the information subject to relevant spent convictions, non-disclosure legislation or information release policies; and
- the ACIC provides resulting information to the entity submitting the application.

**Organisation: AUSPOST**  
**Office: 60425900**

**CHECK DETAILS**

Submitted	Batch ID	Status	Result	Match Date	Release Date
13/07/2022		Closed	No Disclosable Court Outcomes	13/07/2022	13/07/2022

**Type:** Standard AA  
**Category:** LICENCE

**PURPOSE DETAILS**

<b>Licence Type sought</b>	VBA REGISTRATION
<b>Issuing Authority</b>	VICTORIAN BUILDING AUTHORITY
<b>Location</b>	DOCKLANDS
<b>State</b>	VICTORIA

**SUBJECT DETAILS**

<b>Name(s)</b>	Primary	HAN, ZHENG
<b>Additional Identifier</b>		
<b>Birth Date</b>		10/11/1985
<b>Gender</b>		Male
<b>Birth Place</b>		China



Scan this QR code using the Australia Post app to verify the information on this certificate



13 POST   
<https://auspost.com.au>

Nationally Coordinated Criminal History Check Certificate for HAN, ZHENG

Address(es)	Residential	Postal	Previous	Previous
	23A FUCHSIA ST, BLACKBURN, VIC 3130, Australia	23A FUCHSIA ST, BLACKBURN, VIC 3130, Australia	U 206 300 MIDDLEBOROUGH RD, BLACKBURN, VIC 3130, Australia	U 3 27-29 CANTERBURY RD, BLACKBURN, VIC 3130, Australia

## 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 Building Act, then your application for registration <b>cannot be granted</b> . 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 <sup>1</sup> currently disqualified by an order of a disciplinary body <sup>2</sup> from applying for registration?	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified	<input type="checkbox"/>	<input type="checkbox"/>
c) Have you applied for a building practitioner registration in Victoria, or a similar registration <sup>3</sup> in another jurisdiction, within the last two years and the application was refused because you provided false and misleading information?	<input type="checkbox"/>	<input type="checkbox"/>
d) Are you a represented person under the <i>Guardianship and Administration Act 1986</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
d) Were you convicted or found guilty of an offence <sup>4</sup> involving:		
i. misleading conduct in relation to goods or services	<input type="checkbox"/>	<input type="checkbox"/>
ii. false or misleading representation in relation to goods or services	<input type="checkbox"/>	<input type="checkbox"/>
iii. bait advertising	<input type="checkbox"/>	<input type="checkbox"/>
iv. accepting payment without intending or being able to provide services or goods	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

## PART H DECLARATION

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

### EXCLUDED PERSONS

If you are an 'excluded person' as defined in 171F of the Building Act, then your application for registration **cannot be granted**. To assist the VBA in assessing your application, please answer all of the following questions. If you do not answer all of the questions, this will delay the determination of your application.

	YES	NO
(a) Are you or an associate <sup>1</sup> currently disqualified by an order of a disciplinary body <sup>2</sup> from applying for registration?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. less than two years after the day the cancellation occurred if you or your associate were not disqualified	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Have you applied for a building practitioner registration in Victoria, or a similar registration <sup>3</sup> in another jurisdiction, within the last two years and the application was refused because you provided false and misleading information?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Are you a represented person under the <i>Guardianship and Administration Act 1986</i> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### PERSONAL PROBITY

Within the last 10 years (whether in Victoria or outside Victoria):

	YES	NO
(a) Were you convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Were you convicted or found guilty of an offence under any law regulating building work or building practitioners?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Were you convicted or found guilty of an offence <sup>4</sup> involving:		
i. misleading conduct in relation to goods or services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. false or misleading representation in relation to goods or services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii. bait advertising	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv. accepting payment without intending or being able to provide services or goods	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. the <i>Domestic Building Contracts Act 1995</i> or the regulations under that Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>
ii. the <i>Domestic Building Contracts Act 1995</i> of the regulations under the Act?	<input type="checkbox"/>	<input type="checkbox"/>

## 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?	<input type="checkbox"/>	<input type="checkbox"/>
b) Are you, or have you ever been, disqualified from managing corporations <sup>5</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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 <sup>6</sup> that has not been satisfied within the period required to do so?	<input type="checkbox"/>	<input type="checkbox"/>
ii. owed to the VBA as a debt due under this Act that has not been satisfied within the period required to do so?	<input type="checkbox"/>	<input type="checkbox"/>
iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?	<input type="checkbox"/>	<input type="checkbox"/>
e) Do you (personally or as company director) have any outstanding amounts payable, either under a dispute resolution order <sup>7</sup> 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?	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
ii. an adjudication review application in relation to that amount was not lodged?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

## FINANCIAL PROBITY

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

YES NO

- (a) Are you or have you ever been an insolvent under administration?  YES  NO
- (b) Are you, or have you ever been, disqualified from managing corporations<sup>5</sup>?  YES  NO
- (c) Has an insurer ever declined, canceled, 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?  YES  NO
- (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<sup>6</sup> that has not been satisfied within the period required to do so?  YES  NO
- ii. owed to the VBA as a debt due under this Act that has not been satisfied within the period required to do so?  YES  NO
- iii. in relation to a domestic building dispute that has not been satisfied within the period required to do so?  YES  NO
- (e) Do you (personally or as company director) have any outstanding amounts payable, either under a dispute resolution order<sup>7</sup> 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?  YES  NO
- (f) Do you (personally or as company director) have any outstanding unpaid adjudicated amount due to be paid under the *Building and Construction Industry Security of Payment Act 2002* if:
- i. the period for making an adjudication review application under that Act for that amount has expired, and if  YES  NO
- ii. an adjudication review application in relation to that amount was not lodged?  YES  NO
- (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?  YES  NO

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?

## 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.

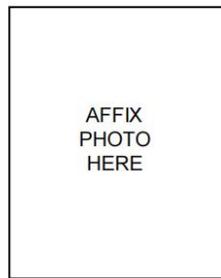
- Print your name on the back
- Affix photo in the space below with double sided tape
- Do not place any tape or staples on the front of the photo

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.

## 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 four identity documents from the appropriate categories (see Evidence of Identity Documents below).

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

### Evidence of Identity Documents

To verify your identity, you must provide the following:

- At least one document from Category A; and
- At least one document from Category B; and
- At least two documents from Category C OR you can make up the remaining two documents with any unused documents from Categories A or B

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

## 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 \$920.00.
- If you **ARE** currently registered with the VBA in any other class of domestic building, the fee to lodge this application is \$588.80.

## VICTORIAN BUILDING AUTHORITY



### 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

### 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) CompletionMax. 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)

## 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

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) CompletionMax. 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 1 x floorplan (architectural)
- Size A3 Engineering drawings
- Technical Referee Report (at least one)



## Domestic Builder

(Unlimited)

### Technical Referee Report

This report must be completed by the referee and accompanies the Domestic Builder (Unlimited) registration application form.

To be a referee you should be a registered Domestic Builder (Unlimited). 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 VBA 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)

Mr
  Mrs
  Ms
  Miss
  Other 
\* Information you must supply

First name\*  Middle name

Surname\*  Date of birth\*

Email\*

Your registration number\*  Your contact number\*

If you are not a registered building practitioner, were you the applicants

Site Supervisor
  Construction Manager

### Part B

#### Employer Details

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

ABN\*

### VICTORIAN BUILDING AUTHORITY

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 role <small>(eg. Project manager, Supervisor, Subcontractor, or other)</small>	Dates worked <small>'From' and 'to' (mm/yyyy)</small>
<b>Project 1</b>		
123 Alphabet st. Melbourne 3000 Victoria	Supervisor	06/2019-09/2019
<b>Project 2</b>		
<b>Project 3</b>		

## VICTORIAN BUILDING AUTHORITY

Street no. and name*	Suburb*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business email	Business telephone		
<input type="text"/>	<input type="text"/>		

### Part C

Applicant Details (for whom you are providing this report)

First name*	Surname*
<input type="text"/>	<input type="text"/>

### 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 role (eg. Project manager, Supervisor, Subcontractor, or other)	Dates worked 'From' and 'to' (mm/yyyy)
<b>Project 1</b>		
123 Alphabet st. Melbourne 3000 Victoria	Supervisor	06/2019-09/2019
<b>Project 2</b>		
<b>Project 3</b>		

## PART C

### APPLICANT DETAILS (FOR WHOM YOU ARE PROVIDING THIS REPORT)

First name	Surname
Zheng	Han

## PART D

### EXPERIENCE

#### 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 role (eg. Project manager, Supervisor, Subcontractor, or other)	Period of supervision: From – To (mm/yyyy)	
			From	To
<b>Project 1</b>	19 Devon Drive Blackburn North 3130 Victoria	Site Manager	08 / 2018	08 / 2020
<b>Project 2</b>	167 Dorking Road, Box Hill North 3129 VIC	Site Manager	09 / 2020	03 / 2021
<b>Project 3</b>	6 Hirst Str, Blackburn, 3130 VIC	Site Manager	03 / 2021	04 / 2022

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



The actual hands-on carrying out of building work. It refers to when the applicant has been solely responsible for that component of building work.

#### Managed



The management of building work. It refers to when the applicant was not involved in the actual carrying out of that component other than engaging a competent practitioner to do so; however, they as the manager/supervisor were responsible for the quality and compliance of that component of work.

## VICTORIAN BUILDING AUTHORITY

Explanation of terms

- Assisted** Refers to when the applicant has 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 the applicant has been solely responsible for that component of building work.
- Managed** The management of building work. It refers to when the applicant was not involved in the actual carrying out of that component other than engaging a competent practitioner to do so; however, they 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 Builder (Unlimited) that the applicant either assisted, carried out or managed under your supervision (may be one project only)**

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

## VICTORIAN BUILDING AUTHORITY

Did the applicant assist, manage, or carry out 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	
<b>Area of Experience (AoE) 6 - Domestic Building work that the applicant carried out</b>										
Pre-base work	Interpreted architectural plans, drawings specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Interpreted engineering designs, plans, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Carried out excavation work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Established the construction site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided protection works for the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Undertook demolition work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arranged services (power/sewer/stormwater/gas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set out the site for construction/work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation/site levelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed retaining walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base work	Constructed stump and pad footing systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed concrete raft slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed concrete waffle pod slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed bored piers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed screw piles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed strip footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructed formwork for concrete slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selected installation of steel reinforcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installed damp-proofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installed termite protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Did the applicant assist, manage, or carry out 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	
<b>Area of Experience (AoE) 6 – Domestic Building work that the applicant carried out cont.</b>										
Framework	Constructed sub-floor framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed wall framing - stick build	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed wall framing - prefabricated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed roof framing - stick build	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed roof framing - prefabricated truss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Selected and installed bracings/ fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed fire rated party walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lock-up work	Constructed brickwork/brick cladding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed roof tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed roof sheeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed internal insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Internal/external services rough-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fix work	Selected and installation of waterproofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cabinet and joinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed tiling - wall and floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed fixings - architraves/skirting/doors/ hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed fitoffs - bathroom/ kitchen/heating and cooling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other work	Constructed decks with sub-floor framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed fences and gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Constructed swimming pools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping works - including structural landscaping work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## 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.

- 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

## 无学历或只有Cert 4



1-2个月等待期



2-3个月等待期



#069127 MS

7 December 2022

Zheng Han  
23A Fuchsia Street  
BLACKBURN VIC 3130

Goods Shed North  
733 Bourke Street, Docklands  
Victoria, Australia 3008  
PO Box 536, Melbourne  
Victoria, Australia 3001  
Telephone 1300 815 127  
Facsimile 03 9618 9046  
Email [buildingreg@vba.vic.gov.au](mailto:buildingreg@vba.vic.gov.au)

DX 210 299 Melbourne

[www.vba.vic.gov.au](http://www.vba.vic.gov.au)

Application Ref. No. APP124441

Dear Mr Han,

**Thank you for your application for registration. Here's what happens now.**

We have received your application to the Victorian Building Authority (VBA) for registration as a building practitioner in the category of Domestic Builder Unlimited. We will now assess your eligibility for registration in this category.

During our assessment we may:

- Ask you for more information
- Ask you to attend an examination
- Ask you to attend an interview
- Contact your referees

We may contact you by email at [a0447268535@icloud.com](mailto:a0447268535@icloud.com). Please let us know immediately if we have the wrong email address.

If you have any questions about how we will assess your application for registration, please go to [www.vba.vic.gov.au](http://www.vba.vic.gov.au) or call us on 1300 815 127.

Yours sincerely  
Customer Experience Unit  
VICTORIAN BUILDING AUTHORITY

## Diploma及以上



2-3个月等待期



### Please be ready for the interview:

- ✓ Have your project documentation and refer to it if required
- ✓ Have your reference materials and refer to them if required. Allowed reference materials are:
  - Building Act 1993
  - Building Regulations 2018
  - Domestic Building Contracts Act 1995
  - National Construction Code
  - Guide to Standards and Tolerances 2015
  - AS 1684.4 Residential Timber Framed Construction
  - AS 2870-2011 Residential slabs and footing
  - AS 4773 Masonry in small buildings
  - AS 1926.1 & AS 1926.2 Swimming pool safety
  - Occupational Health and Safety Act 2004
  - Building and Construction Industry Security of Payment Act 2002
  - AS 3740 Waterproofing of domestic wet areas
  - AS1288 Glass in buildingsSome of the listed reference material may not be relevant to the class of registration you have applied for
- ✓ Ensure the device you will be using has a working microphone and front facing camera
- ✓ Have adequate photographic identification to verify your identity or you will not be permitted to participate in the interview

### The following is not permitted in the interview:

- ✗ It is prohibited to have anyone else present during the interview
- ✗ It is prohibited for you to record the interview
- ✗ It is prohibited to use listening devices such as headphones or earbuds. Applicants using medical hearing devices please advise your assessor prior to the interview

## What happens after the interview

The assessor will not advise you of the outcome of the assessment at the end of the interview.

We will notify you in writing if we require further information from you, and we may contact your Technical Referee(s), employer(s), or other third parties to confirm information that you have provided and/or to complete our assessment.

We will notify you in writing if we intend to grant your application, and request that you provide evidence that you are covered by the required insurance.

If you are assessed as not having sufficient knowledge and/or experience for registration, the Victorian Building Authority is likely to refuse your application. You be notified in writing if your application is refused.

## Reminder

- If you do not wish to proceed with your application, please let us know in writing (by email or letter).
- When you write to us, always quote your application number.

If you have any questions, please go to [www.vba.vic.gov.au](http://www.vba.vic.gov.au) or call us on 1300 815 127.

Yours sincerely  
Customer Experience Unit  
VICTORIAN BUILDING AUTHORITY