# Application for approval of an assessment scheme, renewal of or variation to an approved assessment scheme for professional engineers

***Professional Engineers Registration Act 2019***

## Before you submit your application

Under the *Professional Engineers Registration Act 2019* (the Act) the Business Licensing Authority (BLA) is responsible for approving assessment schemes. This includes approving new assessment schemes, variations to approved assessment schemes, and the renewal of approved assessment schemes.

The criteria the BLA will use to consider your application for approval are listed in section 34 of the Act. The ‘Guidelines for applying for approval of assessment schemes’ set out the matters that you must include in your application and in a proposed assessment scheme or a variation to meet the criteria in section 34 of the Act.

An application for approval must be accompanied by:

* sufficient information to enable the BLA to make a decision that is in the order of the requirements set out in the Guidelines for applying for approval of assessment schemes
* the proposed assessment scheme or proposed variation/s to an approved assessment scheme; and
* the application fee.

The fee for applying for approval of:

* a new assessment scheme or renewal of an assessment scheme is$5,088.00; and
* a variation/s to an approved assessment scheme is$1,383.30.

## After you lodge your application

* The BLA will contact the person nominated below as the contact person for your application to arrange payment of the application fee, which must be paid by Visa or Master Card.
* You may be required to provide further information to assist the BLA to consider your application.
* If there is any change to the information you have provided in this application, you must notify the BLA in writing immediately.
* You will be notified in writing of the BLA’s decision on your application. If your application is successful, your assessment scheme will be approved for up to five years. The approval of a variation to an approved assessment scheme does not extend the approval period for a scheme.

## Applicant details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact person |  |
| Daytime telephone number  For landlines, include country and area codes, as applicable. |  |
| Email |  |

## Signature

As the person authorised to make this application on behalf of the applicant, I certify that the information provided in this application and accompanying documents is true and correct.

|  |  |
| --- | --- |
| Name of authorised person |  |
| Position of authorised person |  |
| Signature of authorised person |  |
| Date  dd/mm/yyyy |  |

## How to lodge your application

Your completed application, proposed assessment scheme or variation/s and all accompanying documentation should be emailed to [BLAengineers@justice.vic.gov.au](mailto:BLAengineers@justice.vic.gov.au)

If you have any queries about your application, please email [BLAengineers@justice.vic.gov.au](mailto:BLAengineers@justice.vic.gov.au)