Building and Plumbing Commission
Level 19, 242 Exhibition St, Melbourne VIC 3000
ABN 78 790 711 883
Phone 1300 067 088

Home Warranty
Minimum Financial Requirements (MFRs) Change Application

Use this form to request a change to your approved Maximum Construction Capacity (MCC) as a registered domestic builder (limited or unlimited). Before completing it, read the Minimum Financial Requirements and Administrative Guidelines 2026 (MFRs and Guidelines) at bpc.vic.gov.au. This is the Change Application referred to in clause 16.1 and approved under clause 20 of the MFRs and Guidelines. Capitalised terms have the meanings given in the MFRs and Guidelines.

BPC already holds the details you provided in your original MFR Application. You only need to tell us what has changed. If you need help, contact your distributor: see DBI Distributors at **bpc.vic.gov.au**.

Part 1 – Builder and change details

Name of Builder: ABN/ACN:

RBP (Nominee) name: RBP number:

Contact email: Phone:

Nominated Distributor:

The change requested

Current MCC: Requested MCC:

Current ANTA: Proposed ANTA:

Current ANTA Threshold: Proposed ANTA Threshold:

Reason for Change Application: (tick all that apply)

- ☐ Business growth/increase in turnover
- ☐ Change in financial position (decrease in ANTA, turnover etc)
- ☐ Change in business structure
- ☐ Other (describe)

Are the details previously provided to BPC up to date?

Please review the information previously provided to BPC and confirm whether your details remain current and complete. This includes details relating to the Builder, directors or partners, registration, taxation status, insurance history, insolvency events, claims, judgment debts and creditor arrangements.

- ☐ Yes – the information previously provided to BPC remains current, true, correct and complete.
- ☐ No – some information requires updating. Please provide details of the changes below or in Attachment A.

Taxation status

- ☐ The Builder (and each director/partner) is up to date with all tax obligations, including tax returns, BAS, payroll tax and superannuation (if applicable).
- ☐ The Builder or a director/partner has entered, or proposes to enter, an ATO payment arrangement – details attached.

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Part 2 – Maximum Construction Capacity (MCC) sought

IMPORTANT

The total value of projects you undertake at any time must not exceed your MCC. This is a condition of your registration; any breach may result in disciplinary action or cancellation of registration. Allow BPC sufficient time to process this application before commencing work that would exceed your current MCC.

MCC sought by the Builder $

Projected building work – next 12 months

Works category	Expected maximum value of projects
New single dwelling construction	$
Alterations/additions/renovations – structural	$
Refurbishment – nonstructural	$
Swimming pools	$
New multi dwelling constructions – 3 or more units	$
Other (e.g. landscaping, retaining walls etc)	$
TOTAL	$

Attach a supporting schedule in Excel format, and a Work in Progress (WIP) schedule listing all current domestic building work not yet at practical completion (project address, contract price, % complete, estimated completion date). If speculative work is included, state the proposed commencement date.

Financial information – what to attach

To assist BPC to assess your application as quickly as possible, please ensure all required financial information is complete and provided with your application. Incomplete information may delay the assessment or require BPC to request further information.

- ☐ Profit and loss statements, balance sheets, cash flow statements and tax returns for the current and previous financial years (the Financials), signed by each director/partner where the Builder is a company or partnership.
- ☐ Bank statements including transaction listings for the last 90 days.
- ☐ A completed Statement of Assets and Liabilities for the Builder and each director/partner (template available at bpc.vic.gov.au), including evidence of property ownership.

If applicable:

- ☐ Group structures: Financials for each group entity for the last two financial years prepared by a Qualified Accountant, a group structure diagram, and a written nomination of Closed Group or separate entity treatment. Related entity loans require an explanation from the Qualified Accountant.
- ☐ Trusts: all information required above must also be provided for the trust.

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Part 3 – Declaration and signatures

The Builder and each director and partner of the Builder must sign this declaration within 3 months of preparation of the Financials. Attach additional copies of this page if more signatories are required. A digital signature will not be accepted.

I declare that:

1. All information and documents provided to BPC with this Change Application are true, correct, complete and not misleading, and all assets relied upon are legally held by, and available to, the Builder, with supporting evidence provided where required.
2. All liabilities known to the Builder have been disclosed, including trade creditors, loans, related party liabilities, taxation liabilities and ATO arrangements, employee entitlements, guarantees and contingent liabilities.
3. All Related Entities, Group Entities, trusts and partnerships, and all material financial arrangements between them and the Builder, have been disclosed to BPC.
4. Neither the Builder, any Related Entity, nor any current or former director or officer has, within the past 3 years, been bankrupt or involved in any entity that entered External Administration (as defined in the MFRs and Guidelines), or where this has occurred, full details have been disclosed.
5. All domestic building insurance claims history, unpaid judgment debts, and current or pending disputes or proceedings that may have a material financial impact have been disclosed.
6. The Total Value of Domestic Building Work currently in progress and reasonably expected in the next 12 months has been disclosed, and the MCC sought is reasonable having regard to the Builder's financial capacity. To the best of my knowledge, the Builder satisfies the MFRs.
7. I will notify BPC in writing within 7 days of becoming aware of any material change to the information provided, and I understand this is an ongoing obligation under the MFRs and Guidelines. Failure to notify may result in disciplinary action or cancellation of registration.
8. I authorise BPC to verify any information provided and to make enquiries of the Builder's accountant, any guarantor, financial institution, Related Entity, government authority or other relevant person or entity.

By submitting this Change Application, the Builder agrees to the Terms and Conditions of Registration and MCC set out in the MFRs and Guidelines, acknowledges that BPC may rely on the information provided, may request further information, may determine an MCC lower than that sought or refuse the application, and may recover Home Warranty claim payments under the Act. The Builder consents to BPC contacting its accountant, and to the collection, use and disclosure of personal information in accordance with BPC's Privacy Statement, available at bpc.vic.gov.au. Providing false, misleading or incomplete information may result in action under the Building Act 1993.

SOLE TRADER/NOMINEE

Signature			
Full name		Date	/ /

DIRECTOR/PARTNER 2

Signature			
Full name		Date	/ /

DIRECTOR/PARTNER 2

Signature			
Full name		Date	/ /

Each signatory is the Nominee, or a director or partner authorised to make this declaration on behalf of the Builder.

Verification by Qualified Accountant (required for MCC of more than $2 million)

I confirm that I have reviewed the financial information in this Change Application; that the profit and loss statements, balance sheets and cashflow statements have been prepared in accordance with applicable accounting standards; and that to the best of my knowledge the financial information provided is complete and accurately reflects the Builder's financial position.

Full name		Credentials	
Signature		Date	

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