

Building Appeals Board

Appeal Against Decisions Of The Building Practitioners Board And/Or Building Commission

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Building Act 1993

NOTICE OF APPEAL OR REFERRAL OF MATTER TO THE BUILDING APPEALS BOARD

Postal Address: PO Box 536 Melbourne 3001 Direct Fax: (03) 9285 6410

To the Registrar, Building Appeals Board,
I hereby make application to appeal against the following decision of the Building Practitioners Board and/or Building Commission:

1) NATURE OF DECISION UNDER APPEAL

Date of Decision: / / (copy of the decision **MUST** to be attached)

2) APPLICANT

Name: _____

Address: _____ Postcode: _____

Tel: _____ Fax: _____ Mob: _____ Email: _____

Address for Service of Notices:

Name: _____

Address: _____ Postcode: _____

Tel: _____ Fax: _____ Mob: _____ Email: _____

3) OTHER PARTIES

*strike out party not applicable

(a) Party Name: Building Practitioners Board
Address: Att: Registrar
PO Box 536, Melbourne 3001
Phone: (03) 9285 6400
Fax: (03) 9285 6490

(b) Party Name: Building Commission
Address: Att: Executive Officer
PO Box 536, Melbourne 3001
Phone: (03) 9285 6400
Fax: (03) 9285 6464

4) SERVICE OF DOCUMENTS (MANDATORY)

(*Delete as applicable) A copy of this document **has been/will be*** served on all parties to this matter.

The Building Act 1993 requires that a copy of this document **MUST** be lodged with the other parties in this matter. It is the applicant's responsibility to ensure this is done prior to the matter proceeding.

5) GENERAL REQUIREMENTS (MANDATORY)

You **MUST** provide details of the Nature, Grounds and Relief Sought of your appeal.

1. Nature - What you are appealing?
2. Grounds - What are your reasons for the appeal?
3. Relief Sought - What you want the outcome to be?

Five (5) copies of this Notice and 5 copies of all relevant documentation, plans, drawings and photos **MUST** be enclosed with a cheque for \$ _____ made payable to the **Building Commission**.

PLEASE NOTE: If the application is not complete the appeal process will be delayed.

****Signed Applicant** _____ Date / / ****Refer to notes below**

This person signing acts on behalf of the owner and confirms that the owner is aware of this application.

6) APPEAL PERIODS

Section of Act	Type	Matter	Appeal Period
140	Appeal	Termination of Private Building Surveyors	30 days
143	Appeal	Against decisions of Building Practitioners Board	60 days

7) FEES

Please refer to the Building Commission Website: www.buildingcommission.com.au or contact the BAB support staff to obtain the current schedule of prescribed fees for appeal and dispute applications.

An additional fee may also be required by the Board where, in consideration of any matter, an inspection of a site has been made by a member or members of the Board hearing that matter.

Note: Appeal/Dispute application fees are GST-exempt, under Division 81 of the GST Legislation. Please keep a copy for your records. Upon payment, this becomes a "TAX INVOICE"

8) PAYMENT DETAILS

A cheque for \$ _____ is enclosed made payable to the **Building Commission**.

OR Please debit my:   for \$ _____ Expiry Date: /

Cardholder's name: _____ Card No

Cardholder's signature: _____ Date: / /

9) NOTES

****Under section 248 of the Building Act 1993 (the Act), it is an offence for a person to act on behalf of an owner of a building or land for the purpose of making an application unless the person is authorised in writing to do so.**

Please note that the Board may, in making a determination, make reference to any plans or drawings you have submitted. The Board may also annex any document or extract of a document to its final determination. Any documents annexed to a determination will become public records and liable to disclosure on request.