

Appeal Against Decisions of the Victorian Building Authority

Goods Shed North, 733 Bourke Street, Docklands VIC 3008 – PO Box 536 Melbourne VIC 3001
Telephone 1300 421 082 Fax (03) 9618 9032 Email bab@vba.vic.gov.au

To the Registrar, Building Appeals Board

NOTICE OF APPEAL TO THE BUILDING APPEALS BOARD – AGAINST DECISION/S OF VICTORIAN BUILDING AUTHORITY

I hereby make application to appeal against the following decision of the Victorian Building Authority:

1) NATURE OF DECISION UNDER APPEAL

Date of decision: ____ / ____ / ____ Copy of the decision **MUST** be attached

2) APPLICANT - PERSON TO WHOM A DECISION HAS BEEN MADE

Name: _____ Company Name: _____

Address: _____ Postcode: _____

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

Is the applicant acting on behalf of a person whom a decision has been made? Yes No If yes provide details

Name: _____ Company Name: _____

Address: _____ Postcode: _____

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

*Under Section 248(1) of the Building Act 1993 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, appeal or referral under the Building Act 1993 unless the person is authorised in writing by the owner to do so.

Authorisation attached? Yes No

Address for Service of Notices:

Name: _____ Company Name: _____

Address: _____ Postcode: _____

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

3) OTHER PARTIES

**Circle party applicable:

(a) Name: Victorian Building Authority
Att: Executive Officer
Address: PO Box 536 Melbourne 3001
Phone: 1300 815 127
Fax: 9618 9046

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4) SERVICE OF DOCUMENTS (MANDATORY)

The Building Act 1993 requires that a copy of this document **MUST** be lodged with the other parties to this matter.

Has a copy of this document been served on all parties to this matter? Yes No

5) GENERAL REQUIREMENTS (MANDATORY) –

In order for your matter to proceed you **MUST** specify:

1. The Nature of the proceeding – What you are appealing?
2. The Grounds for commencing the proceeding – What are your reasons for the appeal?
3. The Relief Sought – What do you want the outcome to be?

Three (3) copies of this Notice and Three (3) copies of all relevant documentation as applicable **MUST** be enclosed with a cheque for \$_____ made payable to the **Victorian Building Authority**.

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

Signed applicant: _____ Date: _____

6) APPEAL PERIODS

Please tick the appropriate box for the matter you are appealing, please note that the Appeal must be made within the specified time period as indicated below/in accordance with Regulation 1601 of the Building Regulations 2006.

Tick app. box	Section of Building Act	Matter	Appeal period	Fee Paid
<input type="checkbox"/>	140	Private Building Surveyors	30 days	\$_____
<input type="checkbox"/>	144A	Security of Payment Act 2002	30 days	\$_____

7) FEES

Please refer to the website or contact the Building Appeals Board support staff to obtain the current schedule of prescribed fees for appeal applications. A separate fee is to be paid for each matter under appeal.

Note: Appeal 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 **Victorian Building Authority**.

OR Please debit my:

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  for \$ _____

Cardholder's name: _____ Card No: _____ / _____ / _____

Cardholder's signature: _____ Expiry Date: ____ / ____

Date: ____ / ____ / _____ CCV # _____ (mandatory)

9) NOTES

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.

10) TRANSLATING AND INTERPRETER SERVICE

Please contact the Registrar should you require the services of an interpreter.