

# Request for Review of Fee Relief Decision

## Form

## Checklist

Please tick once you have completed these sections of the application form:

- Part A:** What we need to know about you (the applicant)
- Part B:** Fee relief decision that you would like to be reviewed
- Part C:** Grounds for review of decision
- Part D:** Your signature

You must provide all required information, other the VBA will contact you and advise you to re-send your application with the required information.

## How to submit your application:

Please fill out your application, sign and print a hard copy and submit your application.

### By mail:

Victorian Building Authority GPO Box 536 Melbourne VIC 3001

### By email:

buildingreg@vba.vic.gov.au

### Or in person at the VBA:

Goods Shed North  
733 Bourke Street Docklands VIC 3008

## Part A

### WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT)

Title:	First name:	Family name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile number:	
<input type="text"/>	<input type="text"/>	



## Part B

### FEE RELIEF DECISION THAT YOU WOULD LIKE REVIEWED

- |   |  |
|---|--|
| <input type="checkbox"/> Registration application fee | <input type="checkbox"/> Renewal application fee |
| <input type="checkbox"/> Annual fee                   | <input type="checkbox"/> Renewal late fee        |

## Part C

### GROUNDINGS FOR REVIEW OF DECISION

A request for a review of the fee relief decision must be made within 30 days of the original decision

Date of decision:

Please indicate which grounds you are making your application for a review of the fee relief decision:

- New information, facts or circumstances have arisen since the initial request for fee relief was made
- The decision was made wrong or not properly made
- The information I provided was not properly considered by the decision maker

Please provide further detail about the reason why you believe the fee relief decision should be reviewed. If necessary, you may continue your response on another page and attach it to this application.



## Part C Continued

Please provide a list below and attach any additional documents you would like the reviewer of this decision to consider that were not provided in the original fee relief application.

## Part D

### YOUR SIGNATURE

- 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 VBA manages my personal information VBA's [Privacy Collection notice](#), as stipulated on the final page of this document.

Signature of applicant

Date of signature

D	D	/	M	M	/	Y	Y	Y	Y
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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 of 120 penalty units.

## Privacy collection notice

### *How the VBA uses and discloses your personal information*

The Victorian Building Authority (VBA) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the VBA may be unable to process and subsequently grant your application. The VBA may also use such information for the following purposes:

- (a) To enable the VBA to meet its statutory obligations, functions and perform its operational requirements.
- (b) Researching and assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA (whether to you personally or a member of the public).
- (c) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) Such other purposes as required by law or authorised under the privacy legislation.

The VBA may also share your personal information with third parties including, but not limited to, different business units within the VBA, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), your clients or customers and the VBA's staff and/or service providers who need to know such information to perform services for the VBA.

The VBA will only disclose your personal information to a third party claiming to act on your behalf (for example, an agent or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information, the VBA holds about you. If you become aware that personal information the VBA holds about you is not accurate, complete or up to date, you can ask the VBA to correct it.

The VBA's full Privacy Policy and information about how to contact the VBA is available at [www.vba.vic.gov.au/legal/privacy](http://www.vba.vic.gov.au/legal/privacy).