

# PRACTITIONER REPRESENTATION RESCHEDULING REQUEST

**PLEASE COMPLETE THIS FORM AND RETURN TO THE  
VICTORIAN BUILDING AUTHORITY BY EMAIL, POST OR IN PERSON.**

**SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.**

An application for an adjournment of an oral representation in relation to a show cause notice may be considered by the Victorian Building Authority (VBA). An application for adjournment should be made at least **three (3)** business days prior to the oral representation within the show cause period.

## 1. WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT) \* INFORMATION THAT YOU MUST SUPPLY

Your title\* Mr  Mrs  Ms  Miss

Your first name\* (As it appears on your drivers licence or passport).

Your family name\* (As it appears on your drivers licence or passport).

Your residential address\* (must not be a post office box)

Suburb

State or territory

Postcode

Your postal address (if different from residential address)

Email address\*

Registration number\*

## 2. DETAILS OF LEGAL ADVISER/SUPPORT PERSON (if applicable)

Name

Email address

Address to which correspondence should be sent

Work phone number

Mobile number

### 3. ORAL REPRESENTATION

Date

Reference number

Date(s) the registered building practitioner is unavailable

### 4. REASONS FOR ADJOURNMENT

My reasons for requesting the adjournment are as follows (attach additional reasons if necessary)

1.

2.

3.

4.

Signed


Date

Print name

## Lodging your application

Please fill out your Application Form electronically, then print and sign a hard copy.


Submit a hard copy of your application by mail:

 **Practitioner Discipline Unit**  
Victorian Building Authority  
Goods Shed North  
733 Bourke Street  
Docklands VIC 3008

**Or** sign, scan and email a copy of your application to:

 [discipline@vba.vic.gov.au](mailto:discipline@vba.vic.gov.au)

**Or** in person at the Victorian Building Authority:

 **Goods Shed North**  
733 Bourke Street  
Docklands 3008

**Note:** Normal business hours are 8:30am to 5:00pm, Monday to Friday. **Tel: 1300 815 127**

FOR OFFICE USE ONLY

Adjournment granted  Yes  No

Reason  Registered building practitioner notified by (please select)  Email  Post  Date

Signed

Print Name

Date