

APPLICATION FOR INTERNAL REVIEW

APPLICATION FORM

Please save and complete this form on your computer.

Use this form to apply for internal review of a reviewable decision under Division 4 of Part 11 of the **Building Act 1993** (the Act).

See 2.3 below for the types of decision for which you can apply for internal review using this form.

You must make an application for internal review within 28 days of being given notice of the reviewable decision, unless given an extension to apply.

Please refer to the [Victorian Building Authority's](#) website for more information on the internal review process.

1. APPLICANT DETAILS

Complete 1.1 if the applicant is an individual. Complete 1.2 if the applicant is a company.

1.1 Individual applicant

Title: Mr Mrs Miss Ms Other _____
(please specify)

Family name

Given name

Residential address

State

Postcode

Email address

Telephone number

1.2 Corporate applicant

Company name

ACN

Registered office address

State

Postcode

Contact person

Position

Email address

Telephone number

2. REVIEWABLE DECISION

What is the decision you would like reviewed?

2.1 Date of decision

2.2 Reference number

The reviewable decision will have a reference number beginning with "APP" or "PDU"

2.3 Type of decision

Decision to refuse to grant registration

Decision to impose conditions (other than prescribed conditions) on registration

Decision to refuse to renew registration

Decision to immediately suspend registration

Decision to take disciplinary action

Decision to give a registered building surveyor or a member of a class of registered building surveyors a direction under section 205M

3. GROUNDS AND WRITTEN REPRESENTATIONS

3.1 State fully the grounds of your application for internal review

You must set out why you say the reviewable decision was incorrect or should be changed.

I have attached grounds and written representations in a separate document

My grounds and written representations are set out below

3.2 Additional documents

You may provide additional documents to be considered as part of the internal review. List any additional documents below and attach them to this application form. You should explain in your grounds and written representations (3.1) how each document is relevant.

4. ORAL REPRESENTATIONS

You may make oral representations about your application for internal review, to explain to the Internal Review Unit why you think the reviewable decision was incorrect or should be changed. Oral representations meetings are generally conducted by video conference.

4.1 Would you like to make oral representations?

Yes (Go to 4.2-4.4)

No (Go to 5)

4.2 Support person

Would you like a support person with you when you make oral representations?

No

Yes

(Name)

(Email address)

4.3 Legal representative

Would you like your legal representative with you when you make oral representations?

No

Yes

(Name)

(Email address)

4.4 Interpreter

Would you like an interpreter with you when you make oral representations?

No

Yes

(Language)

5. SIGNATURE



It is an offence under section 246 of the Act to knowingly make a false or misleading statement or provide false or misleading information to a person or body carrying out a function under the Act. The maximum penalty for this offence is 60 penalty units for an individual or 300 penalty units for a body corporate.

Individual applicant

To the best of my knowledge, the contents of this application and any supporting documents are true and correct.

I consent to receiving the notice of decision in relation to this application for internal review by email to the email address provided in 1 above, and the applicant's legal representative (if applicable).

Corporate applicant

I am authorised to make this application on behalf of the applicant.

To the best of my knowledge, the contents of this application and any supporting documents are true and correct.

The applicant consents to receiving the notice of decision in relation to this application for internal review by email to the email address provided in 1 above, and the applicant's legal representative (if applicable).

Applicant signature:

Date of signature:

/ /

How to submit your application



By email:

Internal Review Unit
Victorian Building Authority
internal.review@vba.vic.gov.au



By mail:

Internal Review Unit
Victorian Building Authority
GPO Box 536
Melbourne VIC 3001



In person:

Victorian Building Authority
Goods Shed North
733 Bourke Street
Docklands VIC 3008

Privacy collection notice

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