

# Application for Internal Review

## Application Form

### How to submit your application:

Please fill out and sign your application, and submit it along with any supporting documents.

**By email:**

Internal Review Unit  
Victorian Building Authority  
[internal.review@vba.vic.gov.au](mailto:internal.review@vba.vic.gov.au)

**By mail:**

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

**Or in person at the VBA:**

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

Use this form to apply for internal review of a reviewable decision under Division 4 Part 11 of the [Building Act 1993](#) (the Act). See 2.3 below for types of decisions 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 [website](#) for more information on the internal review process.

## Part 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

Mr                  Mrs                  Ms  
Miss              Other

Given name

Family name

Residential address (street no. and name)

Suburb

State

Postcode

Email

Telephone number

### 1.2 Corporate applicant

Company name

ACN

Registered office address (street no. and name)

Suburb

State

Postcode

Contact person

Position

Email

Telephone number



## Part 2 Reviewable Decision

What is the decision you would like reviewed?

### 2.1 Date of decision

### 2.2 Reference number

**Please note:** The reviewable decision will have a reference number beginning with *APP* or *7/*.

### 2.3 Type of decision

Decision to refuse to grant registration

Decision to refuse to renew registration

Decision to immediately suspend registration

Decision to take disciplinary action

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

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

## Part 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 and should be changed.

I have attached grounds and written representations in a separate document

My grounds and written representations are set out below

*If you require more room, please attach an additional page under the heading 'Grounds for Internal Review'*



### 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.

## Part 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 and should be changed. Oral representations meetings are generally conducted by video conference.

### 4.1 Would you like to make oral representations?

Yes      No (Go to Part 5 Signature)

Would you like any of the following people with you when you make oral representations?

Capacity	Name	Email
Support person		
Legal representative		
Interpreter	Language	

## Part 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 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).

Signature

### Corporate applicant

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

To the best of 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).

Date of signature



## 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).