

Extension of Time to Apply 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

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

An affected person can apply for internal review of a reviewable decision under Division 4 Part 11 of the [Building Act 1993](#) (the Act). 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.

Use this form to apply for an extension. Please refer to the Victorian Building Authority [website](#) for more information 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 Extension of Time

3.1 Reason for request

Why are you asking for extra time to apply for internal review?

3.2 Length of request

When do you want the due date to submit your application to be extended to?



Part 4 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.

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.

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.