

Draft letter

[date]

Inspection Services Administration
Victorian Building Authority
PO Box 536
MELBOURNE VIC 3000

Dear Sir/Madam

DIRECTION TO FIX REFERRAL
[SITE ADDRESS]

On [date] a Direction to Fix (DTF) was issued to the builder, [name of builder] for building work at [site address] and was served on [date] by way of [method]. The builder failed to comply with this direction and time to achieve compliance expired on [date].

A follow up inspection was conducted on [date] and confirmed that the builder has failed to comply with the DTF. I now refer this matter to the Victorian Building Authority (VBA) pursuant to s.37K(2) of the *Building Act 1993* and will proceed to the building notice/building order process.

(Include only if there is a life safety matter)

I am of the opinion that there is a possible life safety matter and in addition to issuing a building notice/building order, I have advised the Municipal Building Surveyor at [council] of this concern.

I confirm this referral is within 7 days of the time for compliance given in the Direction to Fix issued by me.

Please find enclosed, documents which substantiate my referral:

- Copy of Direction to Fix
- Copy of building permit
- Proof of service
- Copy of building notice/building order (if applicable)
- Copy of reference documents (if applicable)

Your Sincerely

Your Name
Your Company