

# EXTENSION OF TIME TO APPLY FOR INTERNAL REVIEW

**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.**

A building practitioner who has received notice of a reviewable decision can apply for the reviewable decision to be reviewed by the Internal Review Unit (IRU) of the Victorian Building Authority (VBA)<sup>1</sup>. Under section 185(3) of the *Building Act 1993*, the building practitioner must lodge the application within 28 days of receiving notice of the reviewable decision (the permitted period).

However, the VBA may extend the permitted period of 28 days if it is satisfied that the applicant has a reasonable explanation for failing to lodge the application within the permitted period.

**Should you wish to apply for an extension of the permitted period, please complete this form and return to the VBA by one of the methods listed below.**

**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

Mobile number\*

Home phone number

Work phone number\*

Registration number

Date suspended

Please provide a detailed explanation of why you believe the VBA should extend the permitted period to make an application for an internal review:

Applicant signature


Date

Print applicant 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:

 **Internal Review Unit**  
Victorian Building Authority  
Goods Shed North  
733 Bourke Street  
Docklands VIC 3008

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

 [internal.review@vba.vic.gov.au](mailto:internal.review@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**