

APPLICATION TO THE BUILDING AND PROPERTY LIST - REVIEW OF A DECISION

PRIVACY STATEMENT

A copy of VCAT's privacy statement is available on the VCAT website – www.vcat.vic.gov.au/privacy

GETTING STARTED

Use this form if you are applying for a review of a decision made by the Domestic Building Dispute Resolution Victoria (DBDRV) or a review of **certain decisions** of the Victorian Building Authority (VBA). For more information go to www.vcat.vic.gov.au/buildingreview

All other VBA related reviews should be made to the Review and Regulations List – www.vcat.vic.gov.au/case-types/review-and-regulation

Use the 'Application to the Building and Property List (Building)' form if you are making a claim about a domestic building dispute or for the review of a decision of a warranty insurer.

FEES

An application fee may apply. To find out about fees go to www.vcat.vic.gov.au/fees

WHAT DECISION DO YOU WANT VCAT TO REVIEW?

Decision information

Date of decision / / Reference no.

Date decision received / /

Time limits usually apply for making applications for review. If you do not know the time limit applicable to your application, please visit the VCAT website – www.vcat.vic.gov.au/buildingreview. In some cases, VCAT can extend the time for making the application. You will need to provide a reason for not making your application within the correct time period. The date of the reviewable decision will be on your decision letter.

Are you applying for an extension of time?

No Yes – Please briefly state the reason why your application was late

DBDRV decision

- a decision to issue or amend a dispute resolution order
- a decision to issue a breach of dispute resolution order notice
- a failure to issue a certificate of conciliation within 10 business days of written notice being given to parties of decision to reject the referral
- a decision to pay money out of the Domestic Building Dispute Resolution Victoria Fund

VBA decision

application to review the following decision

What is the decision?

RELATED PROCEEDINGS

Is there, or has there been, another application at VCAT related to this matter

No Yes – Provide VCAT reference number

SITE DETAILS

Site address

Suburb	State	Postcode
--------	-------	----------

WHO IS MAKING THIS APPLICATION?

The applicant is the person who makes the application. As applicant are you:

Owner Builder Other specify

If you are an individual:

First name	Last name
------------	-----------

Do you wish to be identified as a person of Aboriginal and/or Torres Strait Islander descent? No Yes

If you are an individual trading under a business name

If you are a company

Company name	trading as
--------------	------------

What is your address?

Suburb	State	Postcode
--------	-------	----------

How can VCAT contact you?

Do you want VCAT notices and correspondence emailed to you?

No Yes – provide email address below

Are you represented by a lawyer or a professional advocate?

No Yes – complete information below

Name of law firm or professional advocate

Address

Suburb State Postcode

Name of contact person

Daytime phone number

Email

WHO IS THE RESPONDENT?

The respondent is the organisation who made the decision.

Who made the decision?

DBDRV or VBA

Title or office the person who made the decision

What is the respondent's address and contact details?

Address

Suburb State Postcode

Name/s of contact person (if known)

Daytime phone number

Email (if known)

If you are seeking a review of a DBDRV decision, who was the dispute with?

(An order will be made by VCAT joining the other party to the proceeding under s60 of the VCAT Act as a person whose interests are affected by this proceeding)

If they are an individual/s

First name Last name

First name Last name

If they are an individual trading under a business name

Business Name

ABN

If they are a company

Company name	trading as
--------------	------------

ACN

What is the address of the other party

Address

Suburb	State	Postcode
--------	-------	----------

How can VCAT contact the other party?

Name/s of contact person (if known)

Daytime phone number

Email (if known)

REASONS FOR APPLICATION

Please briefly state your reasons for making this application

HEARING ARRANGEMENTS

If you are concerned about security at the hearing, or if any party needs an interpreter or special assistance please complete this section and contact VCAT before the hearing. VCAT will make the necessary arrangements at no cost to the parties.

Do you or any other person appearing at the hearing need special assistance?

No Yes – specify what special assistance is needed below

hearing loop

interpreter – who needs an interpreter?

First name	Last name
------------	-----------

Language/dialect

other (e.g. assisted access) – please specify

DOCUMENTS

ATTACH TO THIS APPLICATION:

For a review of a DBDRV decision (other than a failure to issue a certificate of conciliation)

- dispute resolution order notice and decision letter or
- breach of dispute resolution order notice and decision letter
- notice of decision to pay money out of the Domestic Building Dispute Resolution Victoria Fund

For a VBA decision

- copy of VBA decision

ACKNOWLEDGMENT

Name of the person completing this application

First name	Last name
------------	-----------

I understand and acknowledge that:

- to the best of my knowledge, all information provided in this application is true and correct.
- it is an offence under section 136 of the Victorian Civil and Administrative Tribunal Act 1998 to knowingly give false or misleading information to VCAT.

Date

dd	/	mm	/	20yy
----	---	----	---	------

Signature

HOW CAN YOU LODGE THIS APPLICATION?

Posting it to:

**Victorian Civil and Administrative Tribunal
Building and Property List
GPO Box 5408
Melbourne VIC 3001**

Delivering it in person to:

Victorian Civil and Administrative Tribunal
VCAT Service Counter
Ground Floor, 55 King Street
Melbourne VIC 3001
Office hours: 9am–4:30pm Monday to Friday

Email to:

civil@vcat.vic.gov.au

ABOUT VCAT FEES

VCAT fees are charged according to three levels:

- **corporate fees** for businesses and companies with a turnover of more than \$200,000 in the previous financial year, corporate entities and government agencies
- **standard fees** for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than \$200,000 in the previous financial year. Companies must provide a statutory declaration to support this claim
- **Health Care Card fees** for people who hold the Australian Government Health Care Card. You must provide a copy of your card with your application

To find out if you need to pay an application fee and how much it costs, visit the fees page at www.vcat.vic.gov.au/fees

FEE RELIEF

We can reduce or not charge (waive) a VCAT fee in certain circumstances.

Some people are automatically entitled to a full fee waiver. You can also apply for fee relief if paying the fee would cause you financial hardship.

Visit www.vcat.vic.gov.au for more information about fee relief.

Are you applying for fee relief?

No – complete **Fee payment** section

Yes – complete **Fee relief form** and attach it to this application form

FEE PAYMENT

Complete this section unless you are applying for fee relief or no fee is payable.

Choose the fee level:

Standard Corporate Health Care Card

Fee amount charged: _____

CARD DETAILS

Cards accepted: VISA MasterCard

Cardholder name:

Card number:

Card expiry: /

Signed: _____

Date: / /

REMOVE THIS PAGE WHEN SENDING A COPY OF THIS APPLICATION TO OTHER PARTIES