

### General Information

You may use this form if you seek to withdraw your application. Withdrawing an application ends a proceeding. Once an application has been withdrawn, the proceeding cannot be reinstated.

If the parties have reached agreement, or if parties have reached terms of settlement and are seeking a final order, the parties may consider filing a consent minute, signed by all parties, rather than using this form. A consent minute form can be found on our [website via this link](#) or by requesting a copy from the Registry at: [registry@buildingappeals.vic.gov.au](mailto:registry@buildingappeals.vic.gov.au).

If an applicant seeks to withdraw an application, that party should advise the Board, and the other parties, by completing this form as soon as possible, particularly if there is a scheduled hearing that is no longer required. This will minimise further costs and inconvenience to other parties and to the Board.

Withdrawing a proceeding is not automatic. The Board may refuse an application to withdraw or refer the matter to a Directions Hearing or Hearing or make an alternative order. Circumstances where this may occur include:

- a) If the Board considers that the withdrawal is misconceived or will not lead to the outcome intended by the party making the application;
- b) If the withdrawal would not finalise the entire proceeding; or
- c) If the withdrawal may prejudice other parties.

Any other party seeking costs arising from the proceeding should make an application for costs after receiving a request to withdraw.

All fields are mandatory. Your application may be delayed or rejected if you do not provide all information.

### Need help with your application?

Email [registry@buildingappeals.vic.gov.au](mailto:registry@buildingappeals.vic.gov.au) ensuring you copy in all parties to the proceeding.

### Where can you file this application?

You can send your completed form to us by email or post.

**By email** – [registry@buildingappeals.vic.gov.au](mailto:registry@buildingappeals.vic.gov.au). (Note: You must copy in all the parties to the proceeding when filing the application with the Board.)

# Building Appeals Board

## APPLICATION TO WITHDRAW

BAB List	Choose an item.
Proceeding Number	
Site Address	

## PROCEEDING DETAILS

Applicant/s	
Respondent/s (if any)	
Interested Party/ies (if any)	
Which party is making this application?	

## WITHDRAWAL APPLICATION DETAILS

What are your reasons for applying to withdraw this application?

Do you have consent from all parties to withdraw this proceeding?

Yes:

No:

If yes, you should attach a consent minute or other evidence of that consent with this application. If you fail to do so, your application to withdraw may be delayed.

Signed:

Date: