

UNDER SECTION 147 OF THE *BUILDING ACT 1993*

On an appeal under Division 1 of Part 10 of the Building Act 1993, any party to an appeal may request the Building Appeals Board to begin to hear or otherwise deal with the appeal within 2 business days after the request is made.

1 SITE DETAILS

Address

Street Address:	
Suburb:	
State:	P/Code:

Municipality

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2 APPLICANT

Name

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Company Name

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Address

Street Address:		
Suburb:	State:	P/Code:
Phone Business hours:	Mobile:	
Email:		

Is the Applicant the Owner of the property?

Under section 248(1) of the *Building Act 1993*, it is an offence for a person to act on behalf of an owner of a building or land for the purpose of making an application unless the person is authorised in writing to do so.

✓

	The applicant is the owner	
	The applicant is acting on behalf of the owner	Complete and sign the 'Authority to Act'
	The applicant is neither the owner nor acting on behalf of the owner	Outline the capacity of the applicant and then go to question 3

3 NATURE OF APPEAL

If this is an existing appeal, you need to identify the proceeding number. If it is not an existing appeal, you need to attach the application for the appeal.

✓	
	This is an existing appeal proceeding numbered: _____
	The application for the appeal is attached

4 REASON

Please provide the reasons for requesting a Fast Track Appeal in an **attached submission**.

Please note: There is **NO** Fast Track provision for:

- disputes under Division 3 of Part 10 of the Act (i.e. applications under sections 150 to 158); or
- modification applications or other proceedings under Division 4 of Part 10 (i.e. applications under sections 159 to 160B).

In making this application, you are confirming that you understand that the Building Appeals Board may grant or refuse the request and that, if the Board grants the request, it may require you, as the person who made the request, to pay:

- the reasonable costs (as assessed by the Board) of **all** parties to the appeal (including the costs of legal advice and/or representation) for the proceedings after the request is granted (section 147(3)(a)); and
- if the Board hears the appeal, an additional prescribed fee for the time taken for the hearing (including any adjourned hearing) excluding the first 2 hours of the hearing (section 147(3)(b))

AUTHORITY TO ACT FORM

1 OWNER/S DETAILS

Name of first owner

Company Name

Address

Street Address:	
Suburb:	
State:	Post Code:
Phone Business hours:	Mobile:
Email:	

Name of second owner (if the appeal is also made on behalf of that person)

Company Name

Address

Street Address:	
Suburb:	
State:	Post Code:
Phone Business hours:	Mobile:
Email:	

2 SITE DETAILS

Address (please note a copy of title /contract of sale is required to confirm ownership of the land/building)

Street Address:	
Suburb:	
State:	Post Code:

3 SIGNATURE OF OWNER/S

DECLARATION

I confirm I am the owner of the above site and I authorise the following person(s) to act on my behalf:

Name of agent or legal firm: _____

I also acknowledge that it is an offence to knowingly make any false or misleading statement or provide any false or misleading information to the Building Appeals Board in relation to an application (section 246 of the Act).

SIGNATURE OF FIRST OWNER: _____

PRINT NAME: _____

DATE: _____

SIGNATURE OF SECOND OWNER _____
(If the appeal is also made on behalf of a second person)

PRINT NAME: _____

DATE: _____

APPLICATION CHECKLIST

Use this checklist to ensure all your required documents are submitted. If all the required information is not provided at the time of submission your application may not proceed.

1 SITE DETAILS	Please tick
The site details provided are accurate	<input type="checkbox"/>
2 APPLICANT	
If the appellant is not the owner, the 'Authority to Act' Form has been completed and signed	<input type="checkbox"/>
3 NATURE OF APPEAL	
If this is an existing appeal, the Board proceeding number has been identified	<input type="checkbox"/>
4 REASON	
The reasons for requesting a Fast Track Appeal has been provided in an attached submission.	<input type="checkbox"/>
5 NOTIFICATION OF OTHER PARTIES	
Whether other parties have been notified of this application to fast track the appeal and whether they support or oppose the application	<input type="checkbox"/>
6 FEES/PAYMENT	
Total fee amount payable for this application is identified	<input type="checkbox"/>
Payment details form have been completed and is attached	<input type="checkbox"/>
7 DECLARATION AND SIGNATURE	
You have acknowledged that it is an offence under section 246 of the Act to knowingly make any false or misleading statement or provide any false or misleading information to the Board in relation to this appeal	<input type="checkbox"/>