

FILE ACCESS TO A BUILDING APPEALS BOARD CASE

You can request to see a file in relation to most Building Appeals Board (Board) proceedings. These files may contain the original application, orders made by the Board, and documents and correspondences filed in the proceeding by the parties.

Some files or certain documents on the file are not available for access because:

- they fall under one of the exemptions under the *Freedom of Information Act 1982*;
- there may be an order made by the Board restricting access or there may be a suppression (non-publication) order; and
- we no longer have the file.

1. YOUR DETAILS

Details of person requesting to inspect a file.

Address

Title	Given names	Last names
Organisation (if applicable)		
Street name and number		
Contact number		
Email Address		
Suburb		
State	P/Code	

Are you a party or a representative of a party to the proceeding? If yes, please identify which party below.

Yes:

I am or act for the:

2. FILE DETAILS

BAB case reference number:

Name/s of applicant/s:

Name/s of respondent/s (if applicable):

Site address

Street number and name		
Suburb	State	Postcode

3. ACCESS TIMES

The application to inspect a file will usually be responded to within three business days. If inspection is granted, access will ordinarily be confined to digital access only, which is sent to you by email.

If a paper file needs to be retrieved from our archives, at least three additional business days is required before you may inspect it.

You may only inspect a paper version of the file at our Registry located at Docklands. A member of the Registry will contact you to confirm arrangements. There is no need to attend the Registry until your scheduled inspection date and time.

Documents can be viewed, from Monday to Friday between 9.30 am and 4 pm, at the Registry, located at Goods Shed North, 733 Bourke Street, Docklands.

Reason for seeking access

Please briefly explain your reason for seeking to inspect the file.

4. SUBMITTING THIS REQUEST

You may send this completed form to us by email, by post or in person.

By Post or In Person

Send/Deliver this form to:
Building Appeals Board
Goods Shed North
733 Bourke Street
Docklands VIC 3008

By email

registry@buildingappeals.vic.gov.au