*(Sample Applicant’s Statement of Contentions template for an appeal)*

**IN THE BUILDING APPEALS BOARD**

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|  | **BAB Case No: [*state number of action***] |

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| **APPLICANT:** | [*the person making the application*] |
| **RESPONDENT:** | [*the person who made the decision which is sought to be reviewed*] |

**OTHER PARTIES TO THE APPEAL**: [*applicable if other Interested Parties*]

**APPLICANT’S STATEMENT OF CONTENTIONS**

|  |  |
| --- | --- |
| Date of Document |  |
| Filed by | Applicant |
| Prepared by:  [*name of Applicant if self represented or name of Applicant’s representative*]  [*Address of Applicant or representative*] | [*Phone number*]  [*Facsimile number*]  [*email address*]  [*Contact person*] |

1. [*Who are you?* *For example, are you the Adjoining Owner, Site Owner, etc?*]
2. [*Who is the other party?* *For example; is the other party the relevant building surveyor, the local Council, Victorian Building Authority, etc?*]
3. [*What are* *the relevant background facts in chronological order?*]
4. [*What is the decision that the Respondent made?*]
5. [*What parts of the decision do you disagree with?*]
6. [*Why do you contend that the decision is or parts of the decision are wrong?*]

**AND THE APPLICANT SEEKS THE FOLLOWING ORDER OR DETERMINATION:**

1. [*What order or determination are you asking the Board to make?* *For example; are you asking the Board to affirm the decision; quash the decision; vary the decision (and in what way vary); set-aside and substitute with the board’s own decision (being what); or set-aside and remit the decision to the decision-maker for reconsideration?*]
2. [*State section of the Building Act 1993 that you are relying upon.*]
3. [*Is anything else being claimed?*]