*(Sample Applicant’s Points of Claim template for a dispute)*

**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 the claim is made against*] |

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| **INTERESTED PARTY:** | [*applicable if other Interested Parties*] |

**APPLICANT’S POINTS OF CLAIM**

|  |  |
| --- | --- |
| 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 registered owner of the adjoining land?*]
2. [*Who is the party that you are claiming from?* *For example; is the other party the owner of the site upon which protection work was conducted?*]
3. [*What are* *the relevant background facts in chronological order?*]
4. [*Under what provision of the Building Act 1993 are you claiming? For example, is your claim for compensation under s 159 of the Building Act 1993?*]
5. [*What are you claiming. For example, if you are claiming compensation for loss and damage, how did the protection works cause that loss and damage?*]
6. [*If you are claiming an amount of money, how is that amount calculated or derived?*]
7. [*What other orders are you asking the Board to make (if any)?*]

**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 make a determination that one party pay another money, do some act or refrain from doing some act?*]
2. [*Is anything else being claimed?*]