

# Building Appeals Board

## APPLICATION TO INSPECT A FILE

### 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)		
Email Address		
Contact number		
Street name and number		
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:  Choose an item.

## 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 five business days. If a paper file needs to be retrieved from our archives, at least seven additional business days is required before you may inspect it. If the inspection is granted, access will ordinarily be confined to inspection only at the office of the Board, which is located at Goods Shed North, 733 Bourke Street, Docklands, VIC 3008. Once a file is ready for inspection, the registry of the Board will contact you to arrange an appointment.

**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 by email or post.

**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](mailto:registry@buildingappeals.vic.gov.au)