

A directions hearing is a hearing where a Building Appeals Board ('BAB') member decides how a case should be managed and how much time it will take. Directions hearings are not required for every case.

Setting matters for a Directions Hearing

We can decide to hold a directions hearing or a party in a case can ask for one. Apply by writing to the BAB registry.

What happens at a Directions Hearing?

At the directions hearing, the BAB member may:

- clarify any issues in the application
- look at the documents each party will use to support their case
- tell you that documents and other materials must be sent to BAB and the other parties by certain dates
- find out how many [witnesses](#) might appear and order parties to prepare witness statements
- find out whether expert witnesses might appear and order parties to prepare expert witness
- set a timetable for the case, including the date and location for the final hearing
- talk to the parties about whether they can resolve the dispute themselves.

Sample Statements of Contentions / Points of Claim?

You can find template Statements of Contentions on the BAB website, at –

[Submission information and templates | Building Appeals Board](#)

Respondent's/Interested Parties' Statement of Contentions / Points of Claim

If the Board orders the Applicant to file a Statement of Contentions / Points of Claim, it will also order that the other party or parties file and serve a Respondent's Statement of Contentions / Points of Defence by a certain date. Generally, a Respondent's submission will respond to each separate paragraph (pleading) in the Applicant's submission. The Respondent's Statement of Contentions / Points of Defence must be filed with the Board and served on the applicant and any other party in accordance with the Directions and Orders.

Further information

If you have an inquiry, please email registry@buildingappeals.vic.gov.au or call 1300 421 082.