

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 to 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 - <https://www.buildingappeals.vic.gov.au/how-to-apply/information-about-submissions>

## **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](mailto:registry@buildingappeals.vic.gov.au) or call 1300 421 082.