

APPLICATION TO INSPECT A FILE

You can request to see a file in relation to most Building Appeals Board (**Board**) proceedings. This form must be used when requesting access to a Board file or records held by the Board. All applications for access to such file(s) will be considered by the Chairperson of the Board, the Deputy Chairperson of the Board, or the Registrar who may refuse the request, approve it in part, or in a redacted form. Further conditions may also apply.

1. APPLICANT DETAILS

Details of person requesting to inspect a file.

Your Name <i>(Person searching the Board record)</i>	
Organisation Name	
Request made as	Please select
On behalf of <i>(Where request is made on behalf of a client)</i>	
Your Address <i>(please include suburb and postcode)</i>	
Your Telephone Number	
Your Email Address	

2. FILE DETAILS

Building Board case reference number	
Name/s of applicant/s	

Name/s of respondent/s (if applicable)	
Name/s of interested party/ies (if applicable)	

Building Site address

Address		
Suburb	State	Post code

Adjoining Property Address (if applicable)

Address		
Suburb	State	Post code

3. MATERIAL BEING ACCESSED

I wish to access the following material from the Board file:

- ☐ - Full Board File (see notes below as to what might be included)
- ☐ - Specific Documents

If you are seeking to access specific documents within a file, please specify which documents you are seeking to access:

- ☐ - Order(s)
- ☐ - Determination(s)
- ☐ - Other – please specify

Please note:

Unless otherwise ordered, the following classes of document will be available for inspection if contained in the file:

- Application form and supporting documentation
- Orders of the Board
- Determinations of the Board
- Expert witness report(s)
- Lay witness statement(s)
- Submissions of the parties, such as Statement(s) of Contentions, Points of Claim, Points of Defence, Replies, etc.

Some documents may be redacted and/or removed from the file because:

- they are not permitted to be disclosed because of the operation of legislation (i.e. freedom of information and privacy requirements); and/or
- there may be an order made by the Board restricting access or there may be a suppression (non-publication) order; and/or
- we no longer have the file.

Evidentiary documents, including affidavits, exhibits to affidavits, witness statements, statutory declarations, expert reports, written submissions, outlines of argument and chronologies, may not be available for inspection until they have been read or relied upon in a hearing.

4. REASONS FOR REQUESTING ACCESS

My reason and purpose for requesting access to these document(s) is:

Please note that if you do not provide sufficient detail as to why you require access to the file your application may be refused at the discretion of the Board or the Registrar. Noting that if access is granted, you may only use the document(s) for the reasons and purposes as set out above.

5. UNDERTAKING AND CONSENT

I undertake that any document(s) received as a result of this request will only be dealt with in accordance with the reasons and purposes stated in this application and not for any collateral purpose, and/or as per the conditions directed by the Board.

I consent to the Board disclosing any personal or other information contained in this form, or which may subsequently be provided in relation to this application, to the parties to the proceeding to which this application relates.

Signature of Person requesting the file:	
Full Name of Person requesting the file:	
Date:	

6. TIME

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 five additional business days is required to allow retrieval and scanning of the file before access can be provided.

Large files may require more time to provide access. You will be advised if additional time is required.

7. INSPECTION OF FILES

If inspection is granted, access will ordinarily be confined to digital access only. You may be required to set up an account with a third party provider to access the file.

8. SUBMISSION OF THIS FORM

You may submit this completed form to us by email, by post or in person.

By Post or In Person

Send/Deliver this form to:

Building Appeals Board
Level 19
242 Exhibition Street
Melbourne Vic 3000

By email

registry@buildingappeals.vic.gov.au