

Building Appeals Board

APPLICATION FOR LEAVE TO WITHDRAW

General Information

You may use this form if you seek to withdraw your application. Withdrawing an application ends a proceeding. Once an application has been withdrawn, the proceeding cannot be reinstated.

If the parties have reached agreement, or if parties have reached terms of settlement and are seeking a final order, the parties may consider filing a consent minute, signed by all parties, rather than using this form. A consent minute form can be found on our [website via this link](#) or by requesting a copy from the Registry at: registry@buildingappeals.vic.gov.au.

If an applicant seeks to withdraw an application, that party should advise the Board, and the other parties, by completing this form as soon as possible, particularly if there is a scheduled hearing that is no longer required. This will minimise further costs and inconvenience to other parties and to the Board.

Withdrawing a proceeding is not automatic. The Board may refuse an application to withdraw or refer the matter to a Directions Hearing or Hearing or make an alternative order. Circumstances where this may occur include:

- a) If the Board considers that the withdrawal is misconceived or will not lead to the outcome intended by the party making the application;
- b) If the withdrawal would not finalise the entire proceeding; or
- c) If the withdrawal may prejudice other parties.

Any other party seeking costs arising from the proceeding should make an application for costs after receiving a request to withdraw.

All fields are mandatory. Your application may be delayed or rejected if you do not provide all information.

Need help with your application?

Email registry@buildingappeals.vic.gov.au ensuring you copy in all parties to the proceeding.

Where can you file this application?

You can send your completed form to us by email or post.

By email – registry@buildingappeals.vic.gov.au. (Note: You must copy in all the parties to the proceeding when filing the application with the Board.)

Building Appeals Board

APPLICATION TO WITHDRAW

BAB List	Choose an item.
Proceeding Number	
Site Address	

PROCEEDING DETAILS

Applicant/s	
Respondent/s (if any)	
Interested Party/ies (if any)	
Which party is making this application?	

WITHDRAWAL APPLICATION DETAILS

What are your reasons for applying to withdraw this application?

--

Do you have consent from all parties to withdraw this proceeding?

Yes: ☐

No: ☐

If yes, you should attach a consent minute or other evidence of that consent with this application. If you fail to do so, your application to withdraw may be delayed.

Signed:

Date:
