*(Sample Respondent’s Statement of Contentions template for an appeal)*

**IN THE BUILDING APPEALS BOARD**

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|  | **BAB Case No: [*state number of action***] |

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| **APPLICANT:** | [*the person making the application*] |
| **RESPONDENT:** | [*the person who made the decision which is sought to be reviewed*] |

OTHER PARTIES TO THE APPEAL: *[applicable if other concerned parties]*

**RESPONDENT’S STATEMENT OF CONTENTIONS**

|  |  |
| --- | --- |
| Date of Document |  |
| Filed by | Respondent |
| Prepared by:[*name of Respondent if self represented or name of Respondent’s representative*][*Address of Respondent or representative*] | [*Phone number*][*Facsimile number*][*email address*][*Contact person*] |

1. [*Who are you?* *For example, are you the Site Owner, Builder, RBS adjoining owner etc?*]
2. [*Which, if any, of the relevant background facts provided in the Applicant’s Statement of Contentions do you not agree with and why? What, if any, relevant background facts are additional to those set out in the Applicant’s Statement of Contentions.*]
3. [*What parts, if any, of the decision do you say were in-correctly made and why?*]
4. [*Why do you contend that the decision is, or parts of the decision are correctly made?*]
5. [*To what extent do you disagree with the order that the Applicant seeks in the Applicant’s Statement of contentions*]