

Application for Internal Review

Use this form to apply for internal review of a reviewable decision under Division 4, Part 11 of the *Building Act 1993* (the Act). See 2.3 below for types of decisions you can apply for internal review using this form.

You must make an application for internal review within 28 days of being given notice of the reviewable decision, unless given an extension to apply. Please refer to the [Building and Plumbing Commission's website](#) for more information on the internal review process.

How to submit your application

Please complete and sign and submit your application along with any supporting documents.

By email:

internal.review@bpc.vic.gov.au

By mail:

Internal Review Unit
Building and Plumbing Commission
GPO Box 536
Melbourne VIC 3001

Or in person at the BPC:

Building and Plumbing Commission
Level 19, 242 Exhibition Street
Melbourne VIC 3000

Part 1: Applicant Details

Complete 1.1 if the applicant is an individual. Complete 1.2 if the applicant is a company.

1.1 Individual applicant

☐ Mr ☐ Mrs ☐ Ms
☐ Miss ☐ Other

Given name

Family name

Residential address (street no. and name)

Suburb

State

Postcode

Email

Telephone number

1.2 Corporate applicant

Company name

ACN

Registered office address (street no. and name)

Suburb

State

Postcode

Contact person

Position

Email

Telephone number



Part 2: Reviewable Decision

What is the decision you would like reviewed?

2.1 Date of decision

2.2 Reference number

The reviewable decision will usually have a reference number beginning with *APP* or *7/*.

2.3 Type of decision

- | | |
|---|---|
| ☐ Decision to refuse to grant registration | ☐ Decision to take disciplinary action |
| ☐ Decision to impose conditions (other than prescribed conditions) on registration | ☐ Decision that a person does not meet the relevant prescribed minimum financial requirements for registration |
| ☐ Decision to refuse to renew registration | ☐ Decision to give a registered building surveyor or a member of a class of registered building surveyors a direction under section 205M |
| ☐ Decision to immediately suspend registration | |

Part 3: Grounds and Written Representations

3.1 State fully the grounds of your application for internal review

You must set out why you say the reviewable decision was incorrect and should be changed.

- ☐ I have attached grounds and written representations in a separate document
- ☐ My grounds and written representations are set out below

If you need more room, please attach an additional page under the heading 'Grounds for Internal Review'



3.2 Additional documents

You may provide additional documents to be considered as part of the internal review. List any additional documents below and attach them to this application form. You should explain in your grounds and written representations (3.1) how each document is relevant.

Part 4: Oral Representations

Would you like to make oral representations?

☐ Yes

☐ No (go to Part 5: Signature)

Would you like any of the following people with you when you make oral representations?

Capacity	Name	Email
☐ Support person		
☐ Legal representative		

	Language
☐ Interpreter	

Part 5: Signature

It is an offence under section 246 of the Act to knowingly make a false or misleading statement or provide false or misleading information to a person or body carrying out a function under the Act. The maximum penalty for this offence is 60 penalty units for an individual or 300 penalty units for a body corporate.

5.1 Individual applicant

- ☐ To the best of my knowledge, the contents of this application and any supporting documents are true and correct.
- ☐ I consent to receiving the notice of decision in relation to this application for internal review by email to the email address provided in 1 above, and the applicant's legal representative (if applicable).

Signature

5.2 Corporate applicant

- ☐ I am authorised to make this application on behalf of the applicant.
- ☐ To the best of my knowledge, the contents of this application and any supporting documents are true and correct.
- ☐ The applicant consents to receiving the notice of decision in relation to this application for internal review by email to the email address provided in 1 above, and the applicant's legal representative (if applicable).

Date of signature



Privacy Collection Notice

How the BPC uses and discloses your personal information.

The Building and Plumbing Commission (BPC) is collecting your personal information (including any images or photographs and any and all details provided in this form) to process your application. If you do not provide all or any part of the information requested in this form, the BPC may be unable to process and subsequently grant your application.

The BPC may also use such information for the following purposes:

- (a) To enable the BPC to meet its statutory obligations, functions and perform its operational requirements.
- (b) Researching and assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC (whether to you personally or a member of the public).
- (c) Law enforcement by the BPC or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the BPC's website).
- (e) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, our insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent. You can request access to the personal information which the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

By providing information to the BPC using this form, you are deemed to have acknowledged and consented to the BPC using and disclosing your personal information as set out in this Statement.

The BPC's full Privacy Policy and information about how to contact the BPC is available at www.bpc.vic.gov.au/privacy.