



# BUILDING NOTE

Contact Officer

Mike Balch

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- 10/93

## **BUILDING APPEALS BOARD PROCEDURES - BUILDING CERTIFIERS/REPORTING AUTHORITIES.**

The Building Appeals Board at its meeting of Wednesday 29 September considered and determined the procedures for processing applications for Appeals and Modifications. The procedures are as follows:

Application for an Appeal to the Board by owner.

- Owner to seek preliminary advice from the Branch as to which Reporting Authorities to approach for comment;
- Owner to seek Reporting Authority comment;
- Owner to attach reporting Authority comments, including Building Branch comment and lodge Appeal application with appropriate fee, to the Registrar;
- Owner to attend the meeting at the owner's discretion or the Board's direction;
- Board to determine the Appeal;
- Registrar to advise the applicant as to the outcome of the application.

2. Application for a Modification/Appeal by Certifier.

- Certifier to approach Reporting Authorities directly to seek comment;
- Certifier to attach comments, including Building Branch comment and provide summary comment;
- Certifier/Owner to lodge application with the Registrar with appropriate fee;
- Certifier to attend meeting at the owner's discretion or Board's direction;
- Board to determine Modification;
- Registrar to advise applicant as to the outcome of the application.

All applications referred to Building Branch for comment must be lodged 5 working days prior to the date of the meeting, and applications to the Board must be lodged with the registrar no later than 3 working days prior to the meeting.

For technical advice on Appeals and Modifications contact: **Mr Kevin Newhouse 89 7064**

The Registrar of the Board is: **Mr Tony Bartley 89 7475**

Can all certifiers please note the procedures and the relevant contacts to ensure that matters are expedited.

Mike Balch  
for Director  
Building Control

*30* October 1993