



# Application for review of a decision

All fields must be completed unless they are marked as optional. Version 2026.1 — June 2026.

Fill in this form on screen, then print or save it. If a question does not apply to you, leave it blank.

## Privacy statement

View VCAT's privacy statement at [vcat.vic.gov.au/privacy](https://vcat.vic.gov.au/privacy).

## Getting started

Use this form if you're applying for a review of a decision by the Building and Plumbing Commission (BPC). For more information visit [vcat.vic.gov.au/buildingreview](https://vcat.vic.gov.au/buildingreview).

Use the Application to the Building and Property List (Building) application form if you are making a claim about a domestic or commercial building dispute, or for the review of an insurer.

### Fees

An application fee may apply. To find out more visit [vcat.vic.gov.au/fees](https://vcat.vic.gov.au/fees).

### Section 1 of 17

## What is your application about?

Tick the decision you want reviewed. Most applications relate to one decision.

### Decisions under the *Domestic Building Contracts Act 1995*

- Failure of the chief dispute resolution officer to issue a certificate of conciliation (s45F)
- A decision of an insurer relating to insurance required for domestic building work (s61) — except the Statutory Insurance Scheme
- A decision to issue or amend a dispute resolution order (s63)
- A decision to pay money out of the Domestic Building Dispute Resolution Victoria Trust Fund (s65)
- A decision to issue a breach of dispute resolution order notice (s66)

### Decisions under the *Building Act 1993*

- BPC decision to refuse to issue a building permit number (s25BF)
- BPC decision, or failure to decide, on certificates of consent for owner-builders (s25J)
- BPC decision relating to a rectification order (s75S)

BPC decision on giving / not giving notice to the Registrar of Titles and the relevant building surveyor (s75S)

BPC decision on appointing a manager for a private building surveyor's business (s83R)

BPC decision to provide / not provide assistance under the Statutory Insurance Scheme (s137ZK)

BPC internal review decision relating to developer bonds (s137ZZA(1))

BPC Commissioner or CEO decision relating to developer bonds (s137ZZA(2))

A reviewable decision in relation to building practitioners (s186)

BPC internal review decision on licensing/disciplinary action of building employees (s187ZI)

BPC decision on reassessment of building permit levy after a permit was issued (s205LF)

BPC decision on assessment of building permit levy for unauthorised building work (s205LN)

A decision to give a rectification notice for plumbing work (s221ZX)

A decision to give a plumbing order (s221ZZE)

BPC decision on a plumbing licence or registration (s221ZZP)

## Section 2 of 17

### Decision details

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The date of the reviewable decision is on your decision letter.

**Date of decision (DD/MM/YYYY)**

**Date you received the decision (DD/MM/YYYY)**

**BPC reference number**

**Has the BPC given you a written statement of reasons?**

No

Yes — give the date you received it below

**If yes: date you received the statement of reasons (DD/MM/YYYY)**

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### Time limits

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A time limit usually applies for applying to review a decision. If you have missed the deadline you can apply to extend the time.

**Are you applying for an extension of time?**

No

Yes — tell us why your application is late below

**If yes, explain why your application is late below**

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## **Your reasons for applying**

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Briefly tell us why you are making this application.

In your reasons, cover: why you think the decision is wrong; any other factors you think are important; and what you want us to do.

**Your reasons (attach extra pages if you need more room)**

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## **Related proceedings**

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**Is there, or has there been, another application at VCAT related to this matter?**

No

Yes — give the VCAT reference number below

**If yes: VCAT reference number**

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## **Site details**

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The address of the property the decision relates to.

**Street address**

**Suburb**

**State**

**Postcode**

## Who is making this application?

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You are the applicant — the person making this application.

**Are you a:**

Builder — give your builder licence number below

Owner-builder

Other — please specify below

**If builder: builder licence number**

**If other: please specify**

**If you are an individual**

**First name**

**Last name**

**Do you identify as a person of Aboriginal and/or Torres Strait Islander descent? (Optional)**

No

Yes

**If you are an individual trading under a business name**

**Business name**

**ABN**

**If you are a company**

**Company name**

**Trading as**

**ACN**

**What is your address?**

**Street address**

**Suburb**

**State**

**Postcode**

## How can we contact you?

Name of the contact person

Daytime phone number

Email

### Section 8 of 17

## Is someone representing you?

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A representative can be a lawyer or professional advocate.

### Are you represented by a lawyer or professional advocate?

No — skip to the next section

Yes — fill in the details below

Name of law firm or professional advocate

Street address

Suburb

State

Postcode

Name of contact person

Daytime phone number

Email

### Do you want us to send all correspondence to your representative?

No

Yes

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## Who are you making this application against (respondent)?

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The respondent is the person or body whose decision you want reviewed — usually the BPC.

Title or office of the person who made the decision

Address

**Suburb**

**State**

**Postcode**

**Contact person (if known)**

**Daytime phone number**

**Email (if known)**

If you are seeking review of a BPC decision, tell us who the dispute was with. Fill in only the part that applies.

**Other party — if they are an individual**

**First name**

**Last name**

**Other party — if they trade under a business name**

**Business name**

**ABN**

**Other party — if they are a company**

**Company name**

**Trading as**

**ACN**

**Other party address and contact**

**Address**

**Suburb**

**State**

**Postcode**

**Contact person (if known)**

**Daytime phone number**

**Email (if known)**

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# Hearing arrangements

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We provide interpreters and other support at no cost. Tell us what you need.

**Do you, or anyone named in this application, need support at the hearing? (tick all that apply)**

- Help getting into the venue (e.g. wheelchair access)
- An interpreter — tell us the language and dialect below
- Help with communication (e.g. assistive listening device or hearing loop)
- To attend by phone or video
- Something else

**Who needs support?**

First name

Last name

**If an interpreter: language / dialect**

**Other support (please tell us)**

## Section 11 of 17

# About VCAT fees

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We charge fees at three levels. The level you pay depends on who you are.

**Corporate** — businesses/companies with a turnover of \$300,000 or more in the previous financial year, corporate entities, schools, and government agencies.

**Standard** — individuals, not-for-profits, and businesses/companies with annual turnover of less than \$300,000 (companies must provide a statutory declaration).

**Concession** — if you hold an Australian Government Health Care Card, a Pensioner Concession Card, or a means-tested DVA Gold Card.

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# Fee relief

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We can reduce or not charge (waive) a fee in some situations. Find out more at [vcat.vic.gov.au/feerelief](http://vcat.vic.gov.au/feerelief).

**Are you applying for fee relief?**

- No — go to the Fee payment section
- Yes — fill in the Fee relief form and attach it

This is a separate page — remove it before you send copies to other parties. Your card details are only for VCAT.

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## Fee payment

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Complete this section unless you are applying for fee relief or no fee is payable.

### Which fee level applies to you?

Standard

Corporate

Concession

### Fee amount charged (AUD)

### Card details

#### Cards accepted (tick the card you are paying with)

Visa

Mastercard

#### Cardholder name

#### Card number

Card expiry (mm)

Year (yy)

Signed — the cardholder authorises VCAT to charge this card for the fee amount above

Date (DD/MM/YYYY)

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### Documents to attach

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You must attach any relevant documents. Tick what you are attaching.

- Dispute resolution order notice and decision
- Breach of dispute resolution order notice and decision
- Notice of decision to pay money out of the Domestic Building Dispute Resolution Victoria Fund
- Copy of the BPC's decision
- Statement of reasons from the BPC
- Other documents

## Section 15 of 17

### Your acknowledgement

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Name of the person completing this application.

**First name**

**Last name**

I understand that the information I have given in this application is true and correct to the best of my knowledge, and that it is an offence under section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* to knowingly give false or misleading information to VCAT.

**Signature (type your full name to sign, or sign by hand on the printed form)**

**Date (DD/MM/YYYY)**

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### How to send us this form

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By email: [civil@courts.vic.gov.au](mailto:civil@courts.vic.gov.au)

By post: The Registrar, Land and Environment Division, VCAT, GPO Box 5408, Melbourne VIC 3001

In person: find your nearest VCAT venue at [vcat.vic.gov.au/visit](http://vcat.vic.gov.au/visit)

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### Need help with your application?

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Visit [vcat.vic.gov.au/contact](http://vcat.vic.gov.au/contact)

Phone: 1300 018 228 (1300 01 VCAT), Monday to Friday, 9 am to 4:30 pm