

## APPLICATION FOR MEDIATION OR CONCILIATION

*Building (Resolution of Residential Building Work Disputes) Regulations 2012 reg 11(1)*

Northern Territory of Australia - *Building Act*

### SECTION 1 - APPLICANT

<b>NAME of APPLICANT</b> If a company provide a contact name			
<b>If the Applicant is the builder – the builder’s registration number</b>			
<b>DAY TIME PHONE NUMBER</b>		<b>MOBILE PHONE NUMBER</b>	
<b>FAX NUMBER</b>		<b>EMAIL ADDRESS</b>	
<b>POSTAL ADDRESS</b>			

### SECTION 2 - RESPONDENT

<b>NAME of RESPONDENT</b> If a company provide a contact name			
<b>If the Respondent is the builder – the builder’s registration number</b>			
<b>DAY TIME PHONE NUMBER</b>		<b>MOBILE PHONE NUMBER</b>	
<b>FAX NUMBER</b>		<b>EMAIL ADDRESS</b>	
<b>POSTAL ADDRESS</b>			

### SECTION 3 - DETAILS OF PROPERTY

<b>LOT/PORZION NUMBER</b>		<b>LOCATION</b> e.g. Town of Darwin	
<b>PROPERTY ADDRESS</b>			

### SECTION 4 - EVIDENCE OF DISPUTE

Provide copies of -

- any correspondence between you and the respondent;
- any copies of a certificate of Residential Building Cover (if applicable);
- evidence, e.g., photos, reports etc.

### SECTION 5 - DESCRIPTION OF WORK

#### TYPE OF CONSTRUCTION ACTIVITY

New	<input type="checkbox"/>
Extensions	<input type="checkbox"/>
Renovations with an extension	<input type="checkbox"/>
Renovations	<input type="checkbox"/>
Change of use	<input type="checkbox"/>
Other	<input type="checkbox"/>

Building Permit Number

Please provide a brief description of the work and intended use


**BUILDING CLASSIFICATION**

**Class of Building** (BCA Part A3)

- Class 1a (for example, a house, townhouse, duplex)
- Class 2 (for example, units, flats)
- Class 10 building (for example, a garage, carport, retaining wall)

**CONTRACT**

Is the prescribed residential work being carried out under a building contract? ..... Yes/No

If yes, attach a copy of the contract (including any specifications, plans or variations) to the application, unless you are a subsequent owner.

If no, or if you are a subsequent owner, attach a copy of any relevant plans, specifications, diagrams, or other documents pertaining to the build.

**SECTION 6 - DESCRIPTION OF DISPUTE**

<p><b>Concise description of dispute</b></p>	
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## SECTION 7 - APPLICATION

I/we, ..... the Applicant(s) hereby :-

Apply to the Commissioner of Residential Building Disputes to facilitate mediation or conciliation in relation to a dispute about residential building work.

.....  
Applicant's signature

.....  
2<sup>nd</sup> Applicant's signature

.....  
Applicant's name

.....  
2<sup>nd</sup> Applicant's name

.....  
Date

.....  
Date

## SECTION 8 - LODGEMENT AND NOTIFICATION

The completed application and fee should be addressed to the Commissioner of Residential Building Disputes and:

**POSTED TO** OR  
Commissioner of Residential Building Disputes  
PO Box 40946  
CASUARINA NT 0811

**LODGED IN PERSON** Monday to Friday 8:00AM to 4:00PM  
1st Floor, The Met Building,  
13 Scaturchio St  
CASUARINA  
Phone 8999 1999

Ground Floor  
Green Well Building  
50 Bath St  
ALICE SPRINGS  
Phone 8999 1999 (Darwin)

**Notification to other party:** Pursuant to Regulation 12(4)(a) and 40 of the *Building (Resolution of Residential Building Work Disputes) Regulations* the Commissioner of Residential Building Disputes (Commissioner) **MUST** give a copy of this application to the Respondent as soon as practicable after the application has been accepted.

### PRIVACY

The Commissioner of Residential Building Disputes complies with the Information Privacy Principles scheduled to the *Information Act*. To view the Commissioner's Privacy Statement please access [www.consumeraffairs.nt.gov.au](http://www.consumeraffairs.nt.gov.au) or call 08 8999 1999.