**APPLICATION FOR MEDIATION OR CONCILIATION**

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

Northern Territory of Australia - *Building Act*

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| **SECTION 1 - APPLICANT**  |
| **NAME of APPLICANT****If a company provide a contact name** |  |
| **If the Applicant is the builder – the builder’s registration number** |  |
| **DAY TIME PHONE NUMBER** |  | **MOBILE PHONE NUMBER** |  |
| **FAX NUMBER** |  | **EMAIL ADDRESS** |  |
| **POSTAL ADDRESS** |  |
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| **SECTION 2 - RESPONDENT**  |
| **NAME of RESPONDENT****If a company provide a contact name** |  |
| **If the Respondent is the builder – the builder’s registration number** |  |
| **DAY TIME PHONE NUMBER** |  | **MOBILE PHONE NUMBER** |  |
| **FAX NUMBER** |  | **EMAIL ADDRESS** |  |
| **POSTAL ADDRESS** |  |
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| **SECTION 3 - DETAILS OF PROPERTY** |
| **LOT/PORTION****NUMBER** |  | **LOCATION** e.g. Town of Darwin |  |
| **PROPERTY****ADDRESS** |  |
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| **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.
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| **SECTION 5 - DESCRIPTION OF WORK** |

**TYPE OF CONSTRUCTION ACTIVITY**

|  |  |  |  |
| --- | --- | --- | --- |
| New  |  |  |  |
| Extensions |  |  |  |
| Renovations with an extension |  |  |  |
| Renovations |  |  |  |
| Change of use |  |  |  |
| Other |  |  |  |

|  |  |
| --- | --- |
| Building Permit Number  |  |

Please provide a brief description of the work and intended use

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#### 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.

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| **SECTION 6 - DESCRIPTION OF DISPUTE** |
| **Concise description of dispute** |  |

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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......................................Applicant’s name.......................................Date | ......................................2nd Applicant’s signature ......................................2nd Applicant’s name.......................................Date |

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| **SECTION 8 - LODGEMENT AND NOTIFICATION** |
| The completed application and fee should be addressed to the Commissioner of Residential Building Disputes and:

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| --- | --- | --- |
| **POSTED TO** | OR | **LODGED IN PERSON** Monday to Friday 8:00AM to 4:00PM |
| Commissioner of Residential Building Disputes | 1st Floor, The Met Building,  |
| PO Box 40946 | 13 Scaturchio St |
| CASUARINA NT 0811 | CASUARINA |
|  | Phone 8999 1999 |
|  |  |
|  | Ground Floor |
|  | Green Well Building50 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. |

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| **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. |

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