

## APPLICATION FOR MEDIATION OR CONCILIATION

Regulation 11(1) of the Building (Resolution of Residential Building Work Disputes) Regulations  
and section 54FA(e) of the Northern Territory of Australia *Building Act*

### Information:

Pursuant to section 54FA(1)(e) and (f) of the *Building Act* the Commissioner of Residential Building Disputes (the Commissioner) has the function and power to facilitate mediation and conciliation in relation to prescribed building work and hear and decide applications relating to consumer guarantee disputes. This application requires the voluntary participation of both parties in order to proceed, if the other party to the application does not wish to participate in the mediation or conciliation process the Commissioner is not able to force them to.

### SECTION 1 - APPLICANT

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

### SECTION 2 - RESPONDENT

<b>NAME of RESPONDENT</b> If a company provide a contact name			
If the Respondent is the builder – the builder's registration number			
<b>DAY TIME PHONE NUMBER</b>		<b>MOBILE PHONE NUMBER</b>	
<b>POSTAL ADDRESS</b>			<b>FAX NUMBER</b>
<b>EMAIL 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;
- the certificate of Residential Building Cover/Fidelity Certificate (if applicable);
- any other evidence you may have, 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** (Building Code of Australia Part A3) – tick which applies

- Class 1a (for example, a house, townhouse, duplex)
- Class 2 no more than three (3) residential storeys (for example, units, flats)
- Class 10 attached building and constructed at the same time as the above Class 1a or 2 building (for example, a garage, carport)
- Class 10 retaining wall (whenever constructed) that is not attached to a Class 1a or Class 2 building referred to above, but on which the integrity of such a building depends.

**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.

<b>SECTION 6 - DESCRIPTION OF DISPUTE</b>	
<b>Concise description of dispute</b>	

## 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.

I/we acknowledge that, if accepted, a copy of this Application in its entirety, will be provided to the Respondent.

.....  
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 should be addressed to the Commissioner of Residential Building Disputes and:

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

OR

**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 Street  
ALICE SPRINGS  
Phone 8999 1999 (Darwin)

**Notification to other party:** Pursuant to Regulation 12(4) 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.

### DARWIN

1<sup>st</sup> Floor, The Met Building, 13 Scaturchio Street  
PO Box 40946, Casuarina NT 0811  
Tel: (08) 8999 1999 or 1800 019 319  
Fax: (08) 8935 7738

### ALICE SPRINGS

Ground Floor, Green Well Building  
50 Bath Street,  
PO Box 1745, Alice Springs, NT 0871  
Tel: (08) 8924 7052 Fax: (08) 8951 8533

## CHECKLIST:

Please ensure you have provided **two** hard copies of all of the following documents along with **two** copies of your completed and signed application form. If possible please also lodge any of the following documents electronically (to [consumer@nt.gov.au](mailto:consumer@nt.gov.au)).

- Building Contract
- Building Permit
- Fidelity Certificate (if applicable)
- Occupancy Certificate (if applicable)
- Photographic evidence
- Any relevant reports/quotes/invoices
- Correspondence between the parties
- Completed Application form (including Complaint Schedule)
- Receipt for payment of application fee
- Any other documents you believe would provide evidence for your case.