

# NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

<b>POLICY TITLE:</b>	DEFERRED APPLICATIONS BEFORE THE BOARD		
<b>POLICY NUMBER:</b>	BPB-004		
<b>EFFECTIVE DATE:</b>	24 September 2008	<b>REVIEW DATE</b>	24 September 2009

## Purpose of Policy:

To outline the process to be followed when the Board defers a decision on an application for registration or renewal of registration and seeks further information from the applicant.

## Supporting Policies/documents:


Nil

## Policy:

When an application for registration or renewal of registration before the Board is deferred due to a requirement for further information, the following procedure will apply;

- The Board will request in writing any further information required in order to complete the assessment of the application and advise the applicant of the date the information is due (generally one month unless specified otherwise). The letter to the applicant is to advise that if the information is not provided by the due date that the application may be considered at the next available board meeting and determined on the basis of the information available.
- The Board will give the applicant the opportunity to request an extension of time due to extenuating circumstances which may prohibit the applicant from providing the requested information within the timeframe specified.
- Should the required information not be received by the original or extended due date a final letter will be sent to the applicant via registered mail giving them a further one month to provide the information. If the information has still not been provided at the end of this time, the application will, subject to the Board's discretion, be considered at the next available Board meeting and determined on the basis of the information available.

Reviewed and adopted by the Building Practitioners Board

  
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Barry Chambers, Chairman

8/12/08  
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Date