

Building Practitioners Board



POLICY TITLE:	DEFERRED APPLICATIONS BEFORE THE BOARD		
POLICY NUMBER:	BPB-004		
EFFECTIVE DATE:	24 September 2008	REVIEW DATE	July 2017

Purpose of Policy:

To outline the process to be followed when the Building Practitioners 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 is deferred by the Board 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 will advise that, if the information is not provided by the due date, 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 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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Chairperson

.....11/05/2016.....
Date

