



After notice of a reviewable decision is made, an owner of a lot in the strata scheme can lodge this form to the Secretary for a review. This form must be lodged within 14 days.

Sections 213 of the [Strata Schemes Management Act 2015](#).

Project number:		Project address:	
Strata plan number:		Occupation certificate issue date:	

Contact details

	Business name	Contact name	Contact phone	Email address for service
Secretary	Secretary	Manager of Strata Building Bond and Inspections Scheme (SBBIS)	Request if required. Email preferred.	stratabond@customerservice.nsw.gov.au
Developer				
Builder				
Owners corporation				
Building inspector				

Your details

A2-1	Name	
A2-2	Lot or unit number	
A2-3	Strata plan reference	
A2-4	Email	
A2-5	Phone number	
A2-6	Full address	
A2-7	Service address	

Developer details

A2-8	Developer Name	
A2-9	Developer representative name	
A2-10	Developer email address	

Owner corporation details

A2-11	Owners corporation name	
A2-12	Owners corporation representative name	
A2-13	Owners corporation email address	

Appointed building inspector details

A2-14	Building inspector company name If applicable.	
A2-15	Building inspector contact name	
A2-16	Building inspector ABN/ACN If applicable.	
A2-17	Building inspector licence number and type e.g. certifier, surveyor.	
A2-18	Building inspector membership body Select from drop-down menu in next cell.	Choose organisation

Decision requesting to be reviewed

A2-19	What decision of the Secretary are you applying to have reviewed?	<p>A decision to appoint a building inspector to carry out a final report under section 200(2)(a) of the Act</p> <p>Secretary has arranged the appointment of the building inspector for the purpose of a final inspection and report</p>
		<p>A determination under section 200(4) of the Act that the developer is not required to arrange for a final report</p> <p>The interim report did not identify any defective building work</p>
		<p>A decision under section 212 of the Act to vary the period within which an interim or final report is to be provided, or any other action is to be done</p> <p>Please indicate below</p>
		<p>A decision that the whole or part of the building bond may be claimed or realised for payment to an owners corporation, developer or other person</p> <p>If the amount of the bond has been paid in accordance with the Act, you cannot apply for a review of this decision</p>
A2-20	What are the grounds on which the review is sought?	

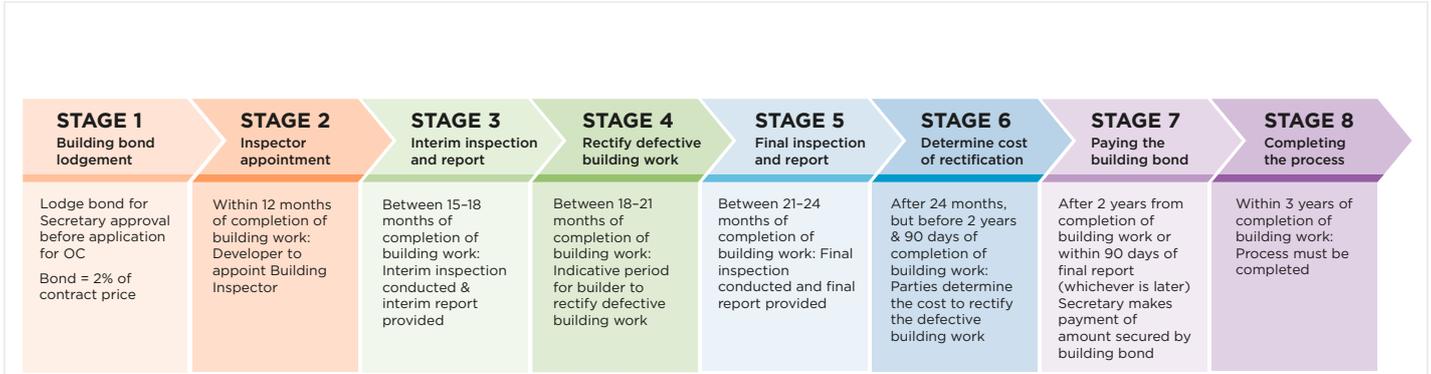
A2-21	<p>Is there any additional information you wish to provide for the purposes of the review?</p> <p>You must indicate why the information was not previously provided.</p>	
A2-22	<p>What is your address for service of the notice of the decision of the review by the Secretary?</p>	

Signature

<p>Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the Crimes Act which may result in penalties including a fine or imprisonment.</p>	
<p>By signing you understand the requirement to provide true and correct information and you are agreeing to our Privacy Statement (https://www.fairtrading.nsw.gov.au/privacy)</p>	
<p>Full Name of Individual</p>	
<p>Capacity within Company (if applicable)</p>	
<p>Signature</p>	
<p>Date</p>	



Strata building bond and inspections scheme (SBBIS) - process stages

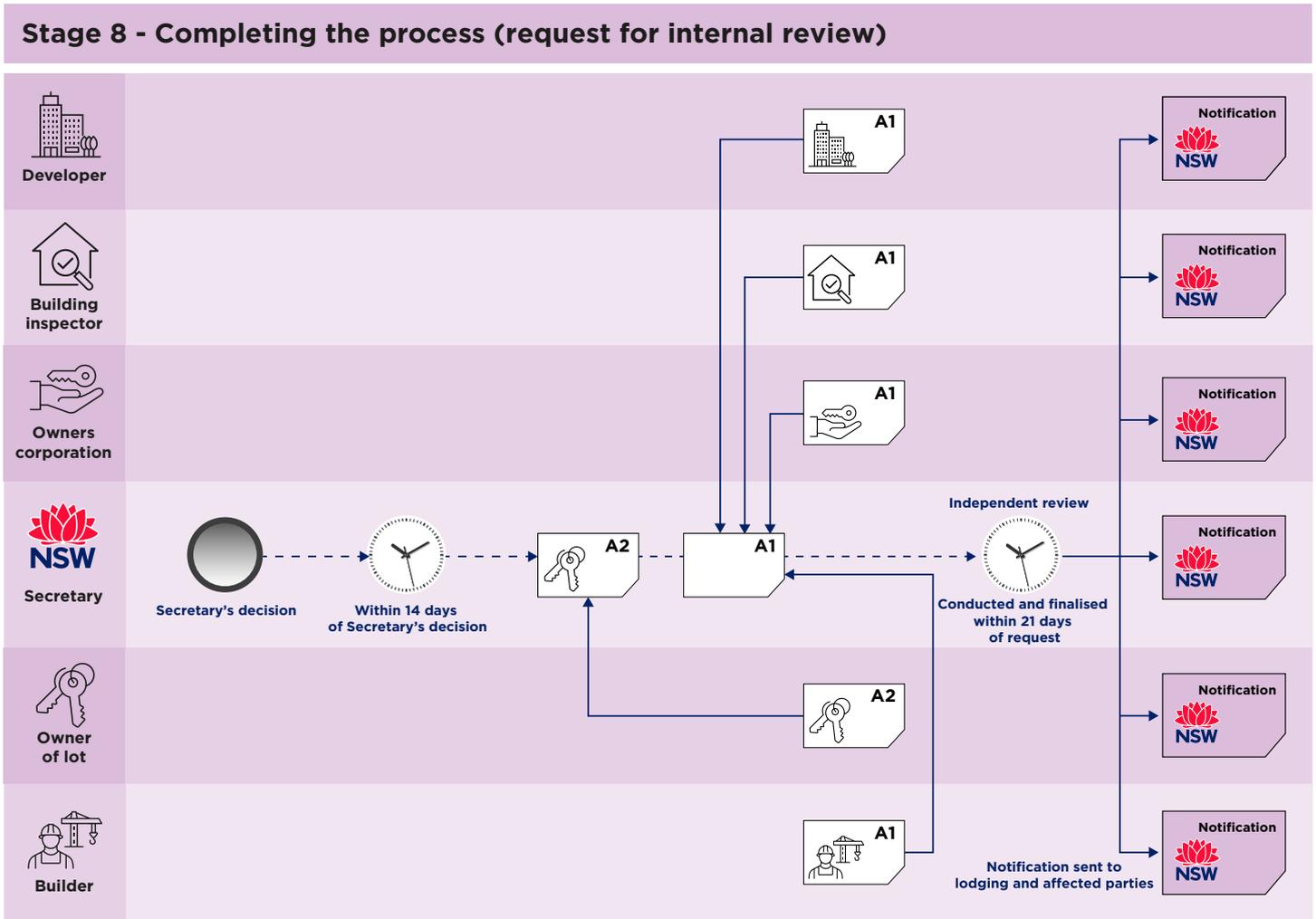


What do I do next?

Forward the completed Form A2 to the Secretary within 14 days after notice of the reviewable decision of the Secretary has been given.

The Secretary’s email address is: revdec@customerservice.nsw.gov.au

See the illustrated process below.



What happens next?

The Secretary will consider your application and notify you of the outcome.

Need further information?

For further information about the Scheme, please refer to the [Strata Building Bond and Inspections Scheme webpage](#) on Fair Trading's website.

For information about reviewable decisions, please refer to [Fair Trading's website](#).

Privacy and Security of Information

Providing documents to developer/owners corporation/builder/building inspector/other

Provide the document in PDF format. This minimises the recipient's ability to change the document.

Submitting documents to the Secretary

Supply the document in PDF format.

This form and the information provided remains the property of the NSW Government.

All parties have the requirement to provide true and correct information.

The Fair Trading Terms & Conditions and Privacy Statement can be accessed at <https://www.fairtrading.nsw.gov.au/privacy>

Annexure

Definition: Section 213 of the *Strata Schemes Management Act 2015*:

- “(1) An interested person may apply to the Secretary for a review of a reviewable decision.
- (2) The following persons are interested persons in relation to a reviewable decision:
- (a) the developer of a strata scheme to which the decision is related,
 - (b) the owners corporation of a strata scheme to which the decision is related,
 - (c) the owner of a lot in a strata scheme to which the decision is related,
 - (d) any other person prescribed by the regulations for the purposes of this section.
- (3) The regulations may prescribe decisions under this Part that are to be the reviewable decisions for the purposes of this section.”

Definition: Clause 56 of the *Strata Schemes Management Regulation 2016*:

- “(1) For the purposes of section 213 of the Act, the following decisions of the Secretary are reviewable decisions:
- (a) a decision under section 200(2)(a) of the Act to arrange for a final inspection and report,
 - (b) a determination under section 200(4) of the Act that a developer is not required to arrange for a final report,
 - (c) a decision under section 212 of the Act to vary the period within which an interim report or final report is to be provided, or other action is to be done, under Part 11 of the Act,
 - (d) a decision that the whole or part of a building bond may be claimed or realised for payment to an owners corporation, developer or other person.

- (2) Despite subclause (1), a decision by the Secretary to claim or realise a building bond for payment is not reviewable if the amount has been paid in accordance with the decision.
- (3) An application for a review of a reviewable decision must be made not later than 14 days after notice of the decision is given by the Secretary to the interested person or, if the interested person is the owner of a lot, to the owners corporation and must:
- (a) be in writing and signed by the applicant, and
 - (b) specify the decision for which a review is sought and the grounds on which the review is sought, and
 - (c) specify any additional information that is provided by the applicant for the purposes of the review and indicate why the information was not previously provided, and
 - (d) provide an address for giving notice to the applicant of the decision by the Secretary on the review.”
- (4) For the purposes of section 213 (2) (d) of the Act, a builder who carried out building work to which a reviewable decision relates, or a builder who is responsible for defective building work to which a reviewable decision relates, is an interested person in relation to the reviewable decision.”