



## Authority to represent at conciliation

This form is to be submitted to the Complaints Branch of Building and Energy where a party to a complaint wants to be represented by another person in a conciliation hearing.

<b>Complaint details</b>		and	
	<b>Complainant</b>		<b>Respondent</b>
<b>Party applying to be represented</b>	<input type="checkbox"/> Complainant <input type="checkbox"/> Respondent		
<b>Representatives full name</b>			
<b>Representatives relationship to person applying for representation</b>			
<b>Reason(s) you are requesting to be represented</b>			
<b>Address for service of conciliation documents</b>			

**Declaration**

I declare that the information contained in this authorisation for representation is true and that the person nominated as the representative has authority to make binding agreements on behalf of the party applying to be represented.

<b>Name and position of the party applying to be represented</b>			
<b>Signature</b>		<b>Date:</b>	
<b>OFFICE USE ONLY:</b>	Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	Officer _____	

**NOTE:**

1. A party is not to be represented by another person during a conciliation proceeding unless the Building Commissioner otherwise determines on the ground that the proceeding will not work effectively without that representation.
2. This does not prevent —
  - (a) the representation of a party who is not a natural person by an officer, employee or agent of that party who is not a legal practitioner; or
  - (b) the personal attendance of any other person who may, in the opinion of the conciliator, help in the conciliation proceeding.