

SKILLED TRADES BC APPEAL BOARD

HOW TO START AN APPEAL

Please Note:

This information sheet provides an overview of the process for commencing an appeal under the Skilled Trades BC Act. This information sheet is not intended as a substitute for the Act or the Board's Rules of Practice and Procedure. This information sheet guide is not legal advice. If you have legal questions, you should consult with a lawyer.

To start an appeal, the appellant must deliver a notice of appeal (Form 1) to the Board. The notice of appeal must be delivered to the Board within 30 days of receiving notice of the decision being appealed.

The notice of appeal must be in the form provided by the minister and it must be in writing and it must include the following:

- (a) contain all the appellant's contact information, including the full name, current postal address in BC, telephone number and fax or email addresses (if any),
- (b) identify the decision being appealed, the person who made the decision, the date of the decision and the date that the appellant was notified of the decision,
- (c) include a copy of the decision being appealed,
- (d) state why the appellant believes the decision should be changed and what outcome is requested, and
- (e) be signed by the appellant (or the appellant's lawyer or agent).

The notice of appeal may be delivered to the Board office by hand, mail, courier or by fax or email.

The Board's office hours are 8:30am – 4:30 pm, Monday through Friday, excluding public holidays. A document that is received in the Board office after regular hours of operation is deemed delivered on the next day that the Board office is open.