



# Administrative review application form

ADMINISTRATIVE AND EQUAL OPPORTUNITY DIVISION AND OCCUPATIONAL DIVISION

**File Number**

*Office use only*

## 1. PARTIES

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**Applicant**

**Respondent**

## 2. DECISION FOR REVIEW

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I attach a copy of the decision to be reviewed.

The date I was notified about the decision is:

## 3. GROUNDS FOR APPLICATION

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I am seeking a review of the decision on the following grounds:

## 4. INTERNAL REVIEW OR OBJECTION

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The decision attached was made after the agency conducted an internal review or objected to the original decision

YES  NO

If **NO** the Tribunal can only review the decision if:

- The application is urgent. An application for stay or interim order must be filed with this application **OR**
- The decision is exempted by law from internal review or objection **OR**
- I have made an application for internal review or objection and the agency has not responded within the time allowed (deemed refusal)

## 5. LATE APPLICATIONS

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- The application is lodged within the time allowed under the relevant legislation **OR**
- The reason the application is lodged outside the time allowed is:

## 6. PARTY DETAILS

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### A. APPLICANT

Name:

Address:

### APPLICANT'S LEGAL REPRESENTATIVE

Legal Practitioner's name:

Name of firm or organisation:

Address:

### CONTACT DETAILS

Telephone:

Mobile:

Email:

**Do you want NCAT notices and correspondence emailed to you?**

By ticking this box you agree to receive the notice of hearing and other future correspondence by email. Please ensure the email address provided above is accurate and the email account is checked regularly.

Please note NCAT does not accept filing of applications, submissions or evidence by email. Parties must give a hardcopy of documents to the Registry.

### B. RESPONDENT

Name:

Address:

## 7. SIGNATURE

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Your signature or signature of legal representative

Name:

Signature:

Date:

## 8. REGISTRY DETAILS

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### NCAT Administrative and Equal Opportunity Division and Occupational Division

Postal address: PO Box K1026, Haymarket NSW 1240

DX 11539 Sydney Downtown

Street address: Level 10 John Maddison Tower, 86-90 Goulburn Street, Sydney NSW 2000

Telephone: 1300 006 228

Email: [aeod@ncat.nsw.gov.au](mailto:aeod@ncat.nsw.gov.au)

Website: [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au)

### Application fee information

You may need to pay an application fee when lodging your application. The fee schedule is available on the [NCAT website](#).

Credit card payment can be made by submitting a [credit card authority form](#) with your application. Credit card surcharges apply. Cheque or money order payments are to be made out to 'NSW Civil and Administrative Tribunal' or 'NCAT'. Payments can be made in person at any NCAT Registry or Service NSW Centre.

If you are unable to pay the concession fee or are not eligible, NCAT may consider waiving the fee fully or partially. To request a fee waiver please complete the [fee waiver request form](#).