



# Strata schemes application

## CONSUMER AND COMMERCIAL DIVISION | STRATA LIST

Complete this form to apply to NCAT's Consumer and Commercial Division for Tribunal orders under the *Strata Schemes Management Act 2015*. For more information read the [Strata Schemes Fact Sheet](#).

**IMPORTANT INFORMATION:** The owners corporation must serve a copy of the application on each lot owner (except for the named parties) and display the application on the notice board (Section 228 of the SSM Act).

### File Number

*Office use only*

## 1. DISPUTE DETAILS

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### A. HAVE YOU TRIED TO SETTLE THIS DISPUTE THROUGH MEDIATION?

Most strata applications cannot be accepted without mediation. If you have not attempted mediation, or you are not sure if mediation is required, check the [Strata Schemes Fact Sheet](#) or contact NSW Fair Trading.

- Yes** Attach evidence of attempted mediation
- No** What exemption are you relying on?

### B. STRATA SCHEME DETAILS

**Strata Plan (SP) Number:**

**Street Address:**

### C. OWNERS CORPORATION ADDRESS

The service address for the owners corporation can be found on the common property certificate of title.

**Service Address:**

### D. RELATED FILE NUMBERS

List any other NCAT file numbers relating to the parties and the current dispute:

## 2. APPLICANT

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### A. APPLICANT TYPE

Tick the box that best describes the person or corporation making the application.

- Lot owner  Owners corporation  Other (please specify)

### B. APPLICANT'S DETAILS

Provide details of person or corporation making the application. For multiple applicants attach details on a separate sheet.

**Full name:**

**Postal address:**

**Contact details:** Phone

Mobile

**Email address:**

By providing an email address you are agreeing that any NCAT notices, orders and correspondence can be emailed to you. Ensure the email address provided is accurate and the account is checked regularly.

### 3. RESPONDENT

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#### A. RESPONDENT TYPE

Tick the box that best describes the person or corporation you are making the applicant against.

Lot owner  Owners corporation  Other (please specify)

#### B. RESPONDENT'S DETAILS

Provide the respondent's name and their postal address. For multiple respondents attach details on separate sheet.

**Full name:**

**Address for service:**

**Contact details:**       Phone

Mobile

**Email address:**

### 4. ORDER DETAILS

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#### A. WHAT ORDERS ARE ASKING THE TRIBUNAL TO MAKE?

The Tribunal can only make orders that are available under the *Strata Schemes Management Act 2015*. Write down the orders and the relevant sections here. For more information refer to the [Strata Schemes Fact Sheet](#).

#### B. REASONS FOR ASKING FOR THE ABOVE ORDERS?

You must explain why you are lodging this application and asking for Tribunal orders by providing as much information as possible. Additional pages can be attached.

## 5. LANGUAGE AND DISABILITY SUPPORT

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### A. SUPPORT REQUIREMENTS

Indicate whether you have a disability-related need or other request for support at the hearing.

### B. INTERPRETER

Do you need an interpreter for the hearing?  No  Yes (*specify language*):

## 6. CHECKLIST

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**I have read the Strata Schemes Fact Sheet**  
The fact sheet has information about whether mediation is required before lodging, how to apply, interim orders, what happens next and where to get help. It also has a table listing the orders that NCAT can make under the *Strata Schemes Management Act 2015*.

**I have correctly named the respondent and provided the correct address for service**  
It is very important that you start your case against the right person or other legal entity and that you use their correct name and address for service. If you do not your case may be delayed or dismissed and you may not be able to enforce orders against them. For information about how to correctly name the respondent and get the address for service go to the [NCAT website](#) or [LawAccess NSW website](#).

**I have completed the application and made a copy**  
The application is complete including the attachment of details of multiple applicants or respondents, or further information about the orders you are asking the Tribunal to make. You should not include any confidential information you do not want disclosed. Keep a copy of the application for yourself.

**I have attached the application fee**  
For the correct fee check the fee schedule on the [NCAT website](#). Credit card payments can be made by submitting a [credit card payment authority form](#) with your application. Cheque or money order payments are to be made out to 'NSW Civil and Administrative Tribunal' or 'NCAT'. Payment can be made in person at any NCAT Registry or Service NSW.

To apply for a concession fee you must show your concession card at the time of lodgement. If you are unable to pay the concession fee, or are not eligible, you can complete the [fee waiver request form](#).

## 7. SIGNATURE

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Applicant's signature or signature of representative.

**Name**

**Position title** (*if representative*)

**Signature**

**Date**

### Lodge your Application with the fee at your nearest NCAT Registry

For NCAT Consumer and Commercial Division Registry locations visit the [NCAT website](#). For all NCAT enquiries telephone 1300 006 228 or visit [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au)