



# Request for sound recording

Complete this form to request a copy of the sound recording of NCAT proceedings. Only parties to the proceedings or their representatives may request a sound recording.

## 1. PERSON MAKING THE REQUEST

Who are you ☐ Applicant/Appellant ☐ Respondent ☐ Other (please specify)

Name

Daytime phone

Mobile

Email address

## 2. HEARING DETAILS

Select Division in which proceedings were heard:

- ☐ Administrative and Equal Opportunity ☐ Consumer and Commercial ☐ Guardianship ☐ Occupational  
☐ Appeals and Enforcement

Parties' Names

Case Number

Hearing Event	Date of hearing	Hearing venue	Member name	Time and duration of hearing
1				
2				
3				
4				
5				

## 3. PAYMENT AND DELIVERY

NCAT provides sound recordings via a secure Microsoft SharePoint portal. You will receive an email with a SharePoint link that allows you to access and download the MP3 audio file.

A fee is payable at the time of lodging this request. Find out [how to pay for your sound recording request](#).

Amount paid \$ Sound recording cost: **\$52.00 for each hearing event**

Email address\*

\*Please provide an individual email address (e.g., john.smith@example.com). Secure email delivery cannot be sent to group or shared email addresses. Visit the NCAT website for information about [secure email delivery of sound recordings](#).

If you are unable to receive your sound recording via email, please contact NCAT on 1300 006 228 to discuss alternative formats.

## 4. SIGNATURE

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### ACKNOWLEDGEMENT

1. I am authorised to place this order and I am placing it on behalf of my firm/company or myself.
2. My firm/company/I agree to pay all of the fees which will be charged for providing the requested service.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## TRANSCRIPTS

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Generally, NCAT does not prepare transcripts of its hearings. For matters heard in the Administrative and Equal Opportunity Division, Occupational Division and Appeal Panel there are exceptions. Please refer to the [Request for transcript form](#).

Parties may purchase a copy of the sound recording and make their own arrangements for the preparation of a transcript. There are a number of transcription services available. Enter 'legal transcription services nsw' into your web search engine to locate a service near you.

## HOW TO LODGE YOUR REQUEST

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Lodge your request form and pay the fee at any [NCAT Registry office](#). For all NCAT enquiries, telephone **1300 006 228** or visit [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au).

### OFFICE USE ONLY

Date received: \_\_\_\_\_

Date processed: \_\_\_\_\_

Deposit paid: \_\_\_\_\_ Receipt no: \_\_\_\_\_

Total cost: \_\_\_\_\_

Less deposit: \_\_\_\_\_

Balance / refund owing: \_\_\_\_\_

Date returned: \_\_\_\_\_

Tribunal Member: \_\_\_\_\_

Counter reading start/finish time:


Registry Officer: \_\_\_\_\_