



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. The file will be available to download for 1 month only.

A fee is payable after you submit this request. Find out [how to pay for your sound recording request](#).

Amount payable \$ 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

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

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

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.

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: _____