



# 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. A fee is payable on the lodgement of this request.

## 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 & Equal Opportunity  Consumer & Commercial  Guardianship  Occupational  Appeal

Parties' Names

NCAT File Number

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

## 3. PAYMENT AND DELIVERY METHOD

A fee is payable at the time of lodging this request. Refer to NCAT's [fees and charges schedule](#).

Amount paid \$ Sound recording cost: **\$45.00 for each hearing event**

Delivery method  In person  Post  Secure email\*

**DELIVERY ADDRESS**

Name

Postal address

Email address

\* Visit the NCAT website for information about [secure email delivery of sound recordings](#).

## 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.

## TO LODGE YOUR REQUEST

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Forms may be lodged with any NCAT Registry office. A fee is payable upon lodgement of this form.

### For more information on NCAT

Telephone: 1300 006 228  
Interpreter Services (TIS) 13 14 50  
National Relay Service 13 36 77

Website: [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: \_\_\_\_\_