



# 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

Payment can be made by cheque or money order made payable to 'NSW Civil and Administrative Tribunal'. Cash and card payments can be made in person at any NCAT Registry. A [credit card payment authority form](#) can be completed and attached to this form. The credit card payment authority will be destroyed after payment is processed.

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: \_\_\_\_\_