

Application for Review of a Decision

ACAT File Number:

AT/OR

(ACAT use only)

Is this an application to review a decision about occupational registration, licensing or disciplinary action?

Yes

No

Name and section of legislation which gives a right of review of the decision

(Please refer to www.acat.act.gov.au for a list of legislation under which you are able to bring a request to review a decision to the ACAT):

APPLICANT DETAILS (For multiple applicants attach details on a separate page)

Name:

Postal Address:

Preferred Phone Number:

Alternate Phone Number:

Email:

APPLICANT REPRESENTATIVE DETAILS

(Any representative who is not a lawyer should file an *Authority to Act for a Corporation or Power of Attorney*)

Name:

Postal Address:

Phone Number:

Email:

DECISION MAKER DETAILS

Who made the decision you
are seeking to review
(name of entity):

Postal Address:

Preferred Phone Number:

Alternate Phone Number:

Email:

DETAILS OF THE REVIEWABLE DECISION

Date Reviewable

Decision Made:

Date you received decision:

Was the decision made after an Internal Review was sought?:

Yes. If yes, please provide details and attach a copy of correspondence relating to the internal review of decision.

No. If no, the ACAT may not be able to review the decision until after it has been the subject of Internal Review.

Briefly describe the decision and attach a copy (Attach page if insufficient space)

Interim or emergency orders sought:

(for example, to stay a decision that has been made)

REASONS FOR APPLYING FOR REVIEW

It is important that you tell us your reasons for seeking a review of the decision and why you think a different decision should be made. (Attach page if insufficient space. Further details can also be provided in an accompanying affidavit or statement)

ORDERS SOUGHT

Describe the orders you want ACAT to make (attach page if insufficient space) Under section 68 of the *ACT Civil and Administrative Tribunal Act 2008*, the tribunal may set aside, confirm or vary the reviewable decision. Other orders can also be made under authorising laws.

APPLICATION FOR EXTENSION OF TIME TO LODGE THE APPLICATION FOR REVIEW

You must complete this section if your application is late. Normally only 28 days are allowed between the date of the decision and the date you lodge this application. Explain in detail why your application is late and why an extension of time should be given to lodge the application (Attach page if insufficient space).

**Signature of applicant or
applicant's representative:**

**Name of applicant or
applicant's representative:**

(Any representative who is not a lawyer must be properly authorised by an Authority to Act for a Corporation or Power of Attorney)

Date:

Checklist for Applicants

Lodgement of an Application for Review of Decision

- Application for Review of Decision* form (available at www.acat.act.gov.au) has been correctly filled out including:
 - Applicant's name and full contact details, including email address are completed
 - The nature of the decision and the reasons for review are clearly identified
 - The name of relevant legislation is provided (a list is available at www.acat.act.gov.au)
 - Form is signed and dated by the applicant or the applicant's authorised representative.
- A copy of the decision is attached.
- If applicable, *Power of Attorney or Authority to Act for a Corporation form* has been completed (available at www.acat.act.gov.au) to be filed with the application.
- Correct lodgement fee is ready to be provided with application. The ACAT accepts cash, bank cheque and credit card payments over the counter, and bank cheque or credit card payment via post. Credit card payments are accepted via post using the *Credit Card Payment Authorisation* form. Information on fees payable is available at www.acat.act.gov.au.
- Complete *Request About Payment of Fees* form if you believe that the payment of fees will cause hardship and you wish to apply for a waiver of fees. Information on fee waivers is available at www.acat.act.gov.au. You are eligible for an exemption from paying fees if you are the holder of a Commonwealth-issued health care card, low income health care card or pensioner concession card.