

APPLICATION FOR REVIEW IN THE LEGAL PRACTICE LIST

ABOUT THIS FORM

Use this form if you are a lawyer applying to VCAT for one of the following:

- for a review of a decision by the Victorian Legal Services Commissioner or Board
- to revoke an indefinite disqualification order.

NEED HELP WITH YOUR APPLICATION?

If you have any questions about completing this form, contact our Customer Service team:

- email admin@vcat.vic.gov.au
- call 1300 01 8228 (1300 01 VCAT) between 9am and 4.30pm Monday to Friday
- go to the Victorian Civil and Administrative Tribunal, Ground Floor, 55 King Street, Melbourne VIC 3000. We are open Monday to Friday from 8.30am to 4.30pm.

WHO IS MAKING THIS APPLICATION?

The applicant is the person who makes this application.

1. Is the applicant an individual, organisation or company?

- Individual
 Organisation or company

2. Details of individual, organisation or company:

Given names

Family name

Organisation name (if applicable)

Street address

Suburb State Postcode

Phone number

Email

3. Do you wish to be identified as a person of Aboriginal and/or Torres Strait Islander descent?

- Yes No

IS SOMEONE REPRESENTING YOU?

If you nominate a representative, we will send all our correspondences to your representative's address instead of your address.

4. Will you be represented by a lawyer, professional advocate or other representative?

Yes No – skip to Question 6

5. Details of your representative:

Organisation name (if applicable)

Full name of representative

Street address

Suburb State Postcode

Phone number

Email

WHO ARE YOU MAKING AN APPLICATION AGAINST?

The respondent is the decision-maker who you are making your application against.

6. Details of respondent:

Given names

Family name

Organisation name (if applicable)

Street address

Suburb State Postcode

Phone number

Email

ABOUT THE DECISION YOU WANT VCAT TO REVIEW

7. Provide details of the decision you want VCAT to review.

You will need to attach a copy of the decision to your application.

8. Decision-maker reference number:

9. Date of decision (DD/MM/YYYY):

REASON FOR APPLICATION

10. Provide the reasons you are making this application.

If you need more space, you can attach a document setting out the reasons for your application.

11. Are you seeking a stay of the decision?

No

Yes – briefly explain why you are seeking a stay:

12. Are you applying for an extension of time?

No

Yes – briefly explain why your application is late:

HEARING ARRANGEMENTS

We offer a range of support services for people with disability, language difficulties and to help with accessibility. Let us know of your needs so we can make arrangements for the hearing.

13. Does anyone mentioned in this application need special assistance at the hearing?

Help accessing the venue (e.g. wheelchair access)

Interpreter required

Language:

Assisted communication (e.g. assistive listening device or hearing loop)

Attend the hearing by phone or video link

Other

Provide more detail about who needs the forms of assistance you have indicated and why.

ACKNOWLEDGEMENT

By completing this application, I understand and acknowledge that:

To the best of my knowledge, all information provided in this application is true and correct.

It is an offence under section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* to knowingly give false or misleading information to VCAT.

Full name of person completing this form:

Date of acknowledgement (DD/MM/YYYY):

FURTHER STEPS TO TAKE

You must do the following:

Attach a copy of the decision you want VCAT to review.

Attach all other supporting documents which you intend to rely on in the hearing.

Keep a copy of this application for your own records.

ABOUT VCAT FEES

VCAT fees are charged according to three levels:

- **corporate fees** for businesses and companies with a turnover of more than \$200,000 in the previous financial year, corporate entities and government agencies
- **standard fees** for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than \$200,000 in the previous financial year. Companies must provide a statutory declaration to support this claim
- **concession fees** for people who hold the Australian Government Health Care Card. You must provide a copy of your card with your application. We do not accept Pensioner Concession Cards or Department of Veteran Affairs health cards.



To find out if you need to pay an application fee and how much it costs, go to www.vcat.vic.gov.au/fees.

FEE RELIEF

We can reduce or not charge (waive) a VCAT fee in certain circumstances.

Some people are automatically entitled to a full fee waiver. You can also apply for fee relief if paying the fee would cause you financial hardship. For more information about fee relief, go to www.vcat.vic.gov.au/feerelief.

Are you applying for fee relief?

- No, go to **Fee payment** section
- Yes, complete **Fee relief form** and attach it to this application form

FEE PAYMENT

Complete this section unless you are applying for fee relief, no fee is payable or you wish to pay using another method. For other payment options, see www.vcat.vic.gov.au/howtopay.

Choose the fee level: Standard Corporate Concession

Fee amount charged

Card details

Cards accepted: VISA MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy):

SUBMITTING THIS APPLICATION

If you have supplied your credit card details, send your completed form to us by post or give it to us in person.

If you have not provided your credit card details on this form, you can submit your application to us by email, post or in person.

To protect yourself, do not send credit card details over email.

By email

Email admin@vcat.vic.gov.au

By post

Send to:

The Registrar
Legal Practice List
Victorian Civil and Administrative Tribunal
GPO Box 5408 Melbourne VIC 3001

In person

Go to:

Victorian Civil and Administrative Tribunal
Ground Floor, 55 King Street, Melbourne VIC 3000
Office hours: 8.30am to 4.30pm Monday to Friday (except public holidays)

PRIVACY INFORMATION

For a copy of VCAT's privacy statement, go to www.vcat.vic.gov.au/privacy.

WHAT HAPPENS NEXT

After we receive your application and payment, we will open a VCAT case.

We will serve (send) a copy of your application and any supporting documents on the respondent.

We will tell you in writing what happens next.

Contact us if you do not hear from us within two weeks of submitting your application.