



# Request for permission to attend NCAT hearing by telephone or video

Complete this form to request permission for you or your witness to take part in a NCAT hearing by telephone or video. Read the [NCAT Fact Sheet – Attending hearings by telephone or video](#) for more information.

## IMPORTANT INFORMATION:

- **Please do not use this form for Guardianship Division matters.**
- Before completing this form, you must ask each party for their views about you (or a witness in your matter) taking part in the hearing by telephone or video.
- Email your completed form to the [NCAT Registry](#) managing your case as soon as you become aware that you want to attend by telephone or video. Check your Notice of Listing for email address details.
- NCAT considers each request on a case-by-case basis. Your matter might not be appropriate for a telephone or video hearing and your request might not be granted.
- If your request is granted, NCAT will tell you what you need to do to take part in the hearing by telephone or video. If the request is not granted, the hearing will go ahead in person even if the parties have agreed to the change request.

## 1. CASE DETAILS

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**Division:**  Administrative and Equal Opportunity  Consumer and Commercial  
 Occupational  Appeal Panel

**NCAT File Number:**

**Name of Applicant/Appellant(s):**

**Name of Respondent(s):**

**Name of other party/parties (if any):**

## 2. PERSON MAKING THE REQUEST

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**Name of person making request:**

**You are the:**  Applicant/Appellant  Respondent  Other

**Daytime phone:**

**Mobile:**

**Email address:**

**Are you requesting permission for a witness in your matter to attend the hearing by telephone or video?**

If so, name of witness:

**Are you represented?**  Yes  No

**Name of representative:**

### 3. HEARING INFORMATION

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Date of hearing:

Time of hearing:

- Hearing type:
- Conciliation and Hearing
  - Mediation
  - Case Conference
  - Hearing
  - Other

Provide reason(s) why you (or a witness) are requesting permission to attend by telephone or video?

Attach evidence to support your request (e.g., medical certificate etc.)

Have you asked the other party or parties for their views about you (or a witness) taking part by telephone or video?

Yes  No

If yes, what are their views?

Email your completed form as soon as possible to the [NCAT Registry](#) managing your case.

For all NCAT enquiries telephone 1300 006 228 or visit the NCAT website [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au).

#### OFFICE USE ONLY

Request for attendance by telephone or video conference is granted / refused.

Reasons:

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Name of approving Tribunal Member or Registry officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_