VCAT victorian civil & administrative tribunal

APPLICATION FOR DIRECTIONS HEARING OR ORDERS

Use this form if you have a VCAT case in progress and want:

- directions about how the case should be managed – for example, whether other parties can join the proceeding
- an injunction – an order that directs someone to do (or not do) something
- an interlocutory order - these are proceedings for dealing with a specific issue in a matter until a final hearing and decision
- an order for costs if final orders have been made.

For a planning and environment directions or practice day hearing, use the Practice Day Request form.

FEES

You must pay a fee with this application if you are:

- seeking an injunction
- applying for costs after a final hearing.

We will let you know if a fee is payable once your application is assessed.
For information about fees, visit vcat.vic.gov.au/fees

LODGING THIS FORM

You must send a copy to:

- all parties when you send this application to VCAT, so everyone can prepare if a hearing is scheduled at short notice
- any proposed parties, if this is an application to join a current case as a party.

File and serve copies of all documentation in support of the application:

- urgent applications - by noon one business day before the directions hearing
- routine applications - by noon four business days before the directions hearing. Answering material must be filed and served by noon two business days before the directions hearing.

You may have to pay costs or fees if a hearing is adjourned (delayed) because you did not file and serve documents as required.

Complete all fields on this form. Incomplete forms can delay processing and the application may be rejected.

MORE INFORMATION

Read Practice Note – PNVCAT5 Directions Hearings and Urgent Hearings.

You can contact us if you need help to complete this form. Please visit our website vcat.vic.gov.au for contact details.

APPLICATION FOR DIRECTIONS HEARING OR ORDERS

VCAT reference number

Case details

Applicant/s

Respondent/s

Other/s - for example, represented person, joined party, objector

Details of person making this request

Are you the:

- ☐ Respondent
- ☐ Applicant
- ☐ Other (specify)

Name/company

Contact number

Contact email

Are you represented?

- ☐ Yes
- ☐ No

If yes, by whom?

Orders sought

I am applying for:

- ☐ Directions
- ☐ Injunction
- ☐ Interlocutory order
- ☐ Costs application after the final hearing
- ☐ Other orders (specify)

Tell us what you want and why:
Attach a separate page if required

Is this application urgent?

- ☐ Yes
- ☐ No

If yes, why?

Orders sought (continued)

Have you told the other parties that you are making this application?

☐ Yes ☐ No

If no, why not?

If you can, estimate hearing time required:

Date of next hearing: / /

Signed: _____

Date: / /

ABOUT VCAT FEES

VCAT fees are charged according to three levels:

- **corporate** fees for businesses and companies with a turnover of $300,000 or more in the previous financial year, corporate entities, schools and government agencies
- **standard** fees for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than $300,000 in the previous financial year. Companies must provide a statutory declaration to support this claim
- **concession** fees for people who hold an Australian health care card, pensioner concession card or a veteran gold card. You must provide a copy of your card with your application.

To find out if you need to pay an application fee and how much it costs, go to 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.

Visit vcat.vic.gov.au/feerelief for more information about fee relief.

Are you applying for fee relief?

☐ No

☐ Yes - complete **Fee relief form** and attach it to this application form

FEE PAYMENT

Complete this section if you are:

- applying for an injunction and not applying for fee relief

- applying for costs after a final hearing and not applying for fee relief.

There is otherwise no need to complete this section. We will let you know if a hearing fee applies once we assess your application.

Choose the fee level:

☐ Standard ☐ Corporate ☐ Concession

Fee amount charged: $ _____

CARD DETAILS

Cards Accepted: ☐ VISA ☐ MasterCard

Cardholder Name: _____

Card Number: _____

Card Expiry: ____ / ____

Signed: _____

Date: ____ / ____ / _____

REMOVE THIS PAGE WHEN SENDING A COPY OF THIS APPLICATION TO OTHER PARTIES

Reset Form

WHERE TO LODGE THIS APPLICATION

If you have supplied your credit card details, send your completed form to us by post.

If you have not provided your credit card details on this form, you can send your completed form to us by post or email.

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

By email

Email your completed form to the area in VCAT that is dealing with your case.

Residential Tenancies Division

For cases about:

- Renting a Home

Email: renting@vcat.vic.gov.au

Human Rights Division

For cases about:

- Disability Act
- Equal Opportunity
- Guardianship and Administration
- Health and Privacy
- Mental Health
- Powers of Attorney

Email: humanrights@vcat.vic.gov.au

Planning and Environment Division

For cases about:

- Land Valuation
- Planning and Environment

Email: admin@vcat.vic.gov.au

Civil Division

For cases about:

- Building and Construction
- Co-owned Land and Goods
- Goods and Services
- Owners Corporations
- Retail and Commercial Leases
- Unreasonable Flow of Water Between Properties

Email: civil@vcat.vic.gov.au

Administrative Division

For cases about:

- Legal Practice
- Review and Regulation

Email: admin@vcat.vic.gov.au

By post

VCAT
GPO Box 5408
Melbourne VIC 3001

In person

You can submit your application in person at one of our venues.

To find your closest venue, visit vcat.vic.gov.au/visit