

APPLICATION FOR AN ADJOURNMENT

GENERAL INFORMATION

Applications for adjournments of a hearing are not encouraged and there should be no expectation an adjournment will be granted even if all parties consent. Applications for an adjournment should be made at least 2 business days prior to a directions hearing or mediation/compulsory conference, and 5 business days prior to a final hearing.

The party seeking an adjournment should complete this form and where possible, obtain the written consent of **all** other parties by either:

- (a) obtaining a written communication from the other parties confirming their consent to the adjournment.
- (b) have the other parties sign minutes of a proposed consent order.

A request for consent needs to be sent to all other parties for completion. Please refer to the **Request for consent to an adjournment form**.

In the absence of consent, VCAT may consider an application for an adjournment supported by written evidence confirming the reason for the adjournment (e.g. for pre-arranged travel, copies of e-tickets, itineraries, etc., for ill-health, a doctor's certificate, or for work commitments, a letter from the party's employer).

Please note that your request is not granted until you receive a written or verbal confirmation from VCAT.

Guardianship list only: If you are seeking an earlier hearing than what is currently scheduled, please note this in your reasons.

ADDRESS THE CORRECT VCAT LIST

You must indicate the List that communicated with you about your VCAT case in this application.

- Building and Property List
- Civil Claims List
- Guardianship List
- Human Rights List
- Legal Practice List
- Owners Corporations List
- Planning and Environment List
- Residential Tenancies List
- Review and Regulation List

NEED HELP WITH YOUR APPLICATION?

Contact 1300 01 8228 between 9 am to 4.30pm Monday to Friday.

ABOUT YOUR VCAT CASE

1. Provide details of your VCAT case:

VCAT List

Reference number

WHO IS INVOLVED?

2. Who is involved in your VCAT case?

Applicant/s

Respondent/s

3. State the names of anyone else involved in the case.

For example, a represented person, joined party, objector, etc.

YOUR DETAILS

4. Are you the:

Applicant

Respondent

Other, please specify:

5. If you are not the applicant or respondent, provide your name or company:

6. Are you represented?

Yes

No, skip to Question 9

7. Who is representing you?

8. Provide your representative's contact number:

9. Provide your preferred contact number:

DETAILS OF THE REQUEST

10. When is the VCAT hearing currently scheduled for (dd/mm/yyyy)?

11. What date do you want VCAT to adjourn the hearing?

Any other date

Any date after (dd/mm/yyyy):

To any date other than (dd/mm/yyyy):

Any date earlier than the scheduled hearing date

12. Explain why you are requesting an adjournment (attach a separate sheet if required):

WRITTEN EVIDENCE TO SUPPORT YOUR ADJOURNMENT REQUEST

13. Did you provide all other parties to the proceeding with a Request for Consent to an Adjournment form?

Yes

No

14. Have the other parties consented to your request?

Yes – Attach a copy of the completed **Request for Consent to an Adjournment form** from each party.

No

15. If you did not get consent from any of the parties, explain why:

WRITTEN EVIDENCE FOR EXCEPTIONAL CIRCUMSTANCES

If you could not get consent from all other parties, VCAT will only consider applications for an adjournment in exceptional circumstances.

16. What form of written evidence have you attached in support of exceptional circumstances?

Medical certificate or similar evidence indicating health-related issues

Pre-booked travel itinerary or similar written evidence indicating I will not be in the country/state

Letter from my employer or similar written evidence indicating work commitments

CERTIFICATION

By ticking this box, I certify 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 Act 1998* to knowingly give false or misleading information to VCAT.

Date of acknowledgement (dd/mm/yyyy):

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WHERE TO LODGE THIS APPLICATION

You can send your completed form to us by post or email.

By post

VCAT
GPO Box 5408
Melbourne VIC 3001

By email

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

Building and Construction

Email: civil@vcat.vic.gov.au

Mental Health

Email: humanrights@vcat.vic.gov.au

Co-owned Land and Goods

Email: civil@vcat.vic.gov.au

Owners Corporations

Email: civil@vcat.vic.gov.au

Disability Act

Email: humanrights@vcat.vic.gov.au

Planning and Environment

Email: admin@vcat.vic.gov.au

Equal Opportunity

Email: humanrights@vcat.vic.gov.au

Powers of Attorney

Email: humanrights@vcat.vic.gov.au

Goods and Services

Email: civil@vcat.vic.gov.au

Renting a Home

Email: renting@vcat.vic.gov.au

Guardianship and Administration

Email: humanrights@vcat.vic.gov.au

Retail and Commercial Leases

Email: civil@vcat.vic.gov.au

Health and Privacy

Email: humanrights@vcat.vic.gov.au

Review and Regulation

Email: admin@vcat.vic.gov.au

Land Valuation

Email: admin@vcat.vic.gov.au

Unreasonable Flow of Water Between Properties

Email: civil@vcat.vic.gov.au

Legal Practice

Email: admin@vcat.vic.gov.au