

TELEPHONE ATTENDANCE REQUEST

GENERAL INFORMATION

In appropriate circumstances, VCAT will allow a party to attend directions hearings by telephone. In exceptional circumstances, a party may be given leave to appear, or for witnesses to appear, at a hearing by telephone. Every list has different criteria for telephone appearances at directions hearings and hearings. If you are unsure as to whether it is appropriate in your circumstance, please contact the relevant **Customer Service team**.

You must make this application as soon as practicable but at least 2 days prior to the scheduled appearance.

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

Please specify why it is not possible or practicable for you to attend in person e.g. reside in regional Victoria or interstate, received late notice of hearing or illness (please attach doctor's certificate).

All fields are mandatory. If you do not provide the relevant information, the processing of your application may be delayed or rejected.

For the relevant list and contact details, please refer to the **VCAT Contact Details form**.

VCAT DETAILS

1. VCAT list

2. VCAT reference number

PARTY DETAILS

3. Name of applicant(s)

Applicant 1

Applicant 2

4. Name of respondent(s)

Respondent 1

Respondent 2

5. Name of other parties (eg. represented person, joined party, objector, etc.)

Other party 1

Other party 2

6. Are you the ☐ applicant ☐ respondent ☐ other, please specify:

DETAILS OF PARTY REQUESTING TELEPHONE ATTENDANCE

7. Party's name / company

8. Contact number

9. Is the party represented?

☐ Yes

☐ No, skip to question 11

10. Name of party's representative

TELEPHONE ATTENDANCE REQUEST DETAILS

11. Hearing date (dd/mm/yyyy)

/ /

12. Is this a ☐ hearing ☐ directions hearing ☐ other, please specify:

13. Provide reason(s) why you are requesting to appear via telephone

14 Preferred contact number

You must dial in to the hearing or directions hearing.

If you don't, it will proceed and orders will be made in your absence.

ACKNOWLEDGEMENT

☐ By ticking this box, I 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.

Date of acknowledgement (dd/mm/yyyy)

/ /

SUBMITTING THIS APPLICATION

You can submit this application to VCAT either by email, by post or in person.

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

Renting a Home

Email: renting@vcat.vic.gov.au

Mental Health

Email: humanrights@vcat.vic.gov.au

Guardianship and Administration

Email: humanrights@vcat.vic.gov.au

Co-owned Land and Goods

Email: civil@vcat.vic.gov.au

Retail and Commercial Leases

Email: civil@vcat.vic.gov.au

Owners Corporations

Email: civil@vcat.vic.gov.au

Health and Privacy

Email: humanrights@vcat.vic.gov.au

Disability Act

Email: humanrights@vcat.vic.gov.au

Review and Regulation

Email: admin@vcat.vic.gov.au

Planning and Environment

Email: admin@vcat.vic.gov.au

Land Valuation

Email: admin@vcat.vic.gov.au

Equal Opportunity

Email: humanrights@vcat.vic.gov.au

Unreasonable Flow of Water Between Properties

Email: civil@vcat.vic.gov.au

Powers of Attorney

Email: humanrights@vcat.vic.gov.au

Legal Practice

Email: admin@vcat.vic.gov.au

Goods and Services

Email: civil@vcat.vic.gov.au

By post

Send this form to:

Victorian Civil and Administrative Tribunal
GPO Box 5408
Melbourne VIC 3001

In person

Deliver this form to:

Victorian Civil and Administrative Tribunal
55 King Street
Melbourne VIC 3000