

APPLICATION FOR A PRACTICE DAY HEARING OR PRELIMINARY HEARING

WHAT YOU CAN APPLY FOR

You can apply for a practice day hearing for any of the following reasons:

- to ask for procedural orders to facilitate a final hearing
- to ask for directions about how the case should be managed (eg. whether other parties can join the case or the extent of service of an application)
- to address other relevant matters that may facilitate the fair and efficient conduct of the case.

You can apply for a preliminary hearing to determine specific matters before a final hearing, such as a legal question or whether a Cultural Heritage Management Plan is required for the application that is under VCAT review.

You **must** send a copy of this application to all other parties in the case.

VCAT may decide that a practice day hearing or preliminary hearing is needed without any request from parties in a case.

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 9 am and 4.30 pm 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 8.30 am to 4.30 pm.

WHO IS MAKING THIS APPLICATION?

1. Full name of the individual, body corporate, company or authority making this application.

2. I am the:

- Applicant for review
- Responsible authority
- Referral authority
- Respondent
- Other, please specify:

CASE DETAILS

3. Enter the VCAT reference number of the case:

VCAT reference number

4. Applicant/s:

5. Responsible authority:

6. Referral authority:

7. Respondents (eg. joined parties or objectors):

WHAT ORDERS DO YOU WANT?

8. I am applying for a:

- Practice day hearing
- Preliminary hearing

9. Tell us what you want and why:

If you need more space, attach a document setting out your reasons.

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):

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
Planning and Environment Division
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)

WHAT HAPPENS NEXT

After we receive your application, we will either:

- List the proceeding for a practice day hearing and/or preliminary hearing, or
- Advise you why your request has been refused.

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

PRIVACY INFORMATION

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