

APPLICATION TO USE TECHNOLOGY

ELIGIBILITY

If you are a party or a representative in a VCAT case, you can submit an application to use technology in the hearing.

Apply as soon as possible as VCAT needs five (5) business days to make sure that technology is approved and/or available for the hearing.

LODGING THIS FORM

You can lodge the application form with VCAT by email, post or in person at any VCAT location.

You must also give all parties a copy of your application in accordance with Practice Note PNVCAT1 Common Procedures.

Please contact VCAT if you would like more information or need help to make an application.

What we consider

Your application will be considered by VCAT based on fair hearing obligations and Practice Note PNVCAT7 Hearing Room Technology.

What happens next?

VCAT may contact you to discuss your request or seek more information to progress your application. Your request is not granted until you receive a written or verbal confirmation from VCAT.

FEES

Fees only apply to **video conference bookings**.

The following fees apply and must be paid by the party who requests a video conference:

- a non-refundable booking fee, and
- line rental fees for ISDN (Integrated Services Digital Network) bookings. Line rental fees do not apply to IP (Internet Protocol) bookings.

To see video conference booking fees, go to vcat.vic.gov.au/otherfees.

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.

For more information about fee relief and fees, go to vcat.vic.gov.au/feerelief.

APPLICATION DETAILS

1. Provide your details below

Your name

VCAT reference number

VCAT hearing date (dd/mm/yyyy)

2. Provide at least one contact detail below

Contact number

Email

3. Are you the:

- applicant, skip to question 5
- respondent, skip to question 5
- representative
- other, please specify:

4. Are you representing the: applicant, or respondent?

OPTION 1 – TECHNOLOGY THAT REQUIRES VCAT APPROVAL

5. Select the type of technology you intend to use

Use of any of the technology listed below requires VCAT approval.

- Video conference facilities (fees apply to video conference bookings)
- Teleconference facilities for multiple parties
- Remote witness facilities
- Attend a hearing via phone:
 - Name of person appearing via phone
 - Contact number of person appearing via phone

6. Provide brief reasons for your request

7. Name of person(s) who would appear at the hearing via technology

OPTION 2 – TECHNOLOGY THAT DOES NOT REQUIRES VCAT APPROVAL

8. Select the VCAT equipment you intend to book or make arrangements for

- Assistive listening device
- Projector
- Blu-ray player
- DVD player
- LCD screen
- Hearing loop
- Smart board

9. Select the personal equipment you intend to bring in to connect to VCAT equipment

- Laptop
- Tablet
- Smartphone
- iPad
- USB device
- Other – please specify

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

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

By post

Send this form to:

Victorian Civil and Administrative Tribunal
GPO Box 5408
Melbourne VIC 3001

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

In person

Deliver this form to:

Victorian Civil and Administrative Tribunal
55 King Street
Melbourne VIC 3000