

# APPLICATION TO REOPEN AN ORDER FOR ENFORCEMENT REASONS

## WHAT VCAT CAN DO

Use this form if an order was made in your favour and you want VCAT to re-open the order to fix a problem with enforcing or complying with the order.

We may change the order or cancel (revoke) the order and make another order.

## APPLICATION FEES

You must pay a fee if your application is heard in the Civil, Administrative or Planning and Environment Divisions. There is no application fee if your case is in the Residential Tenancies or Human Rights Divisions. 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 how to pay an application fee and how much it costs, visit [www.vcat.vic.gov.au/fees](http://www.vcat.vic.gov.au/fees)

## APPLICANT DETAILS

### 1. Who is applying to reopen an order for enforcement reasons?

Given names  Family name

### 2. Applicant contact details

Street number and name

Suburb  State  Postcode

Phone number

Email

### 3. Does this person identify as someone of Aboriginal or Torres Strait Islander descent?

Yes  No

### 4. Is this person of a culturally or linguistically diverse background?

Yes  No

If yes, state the cultural or linguistic background:

## RESPONDENT DETAILS

### 5. Who was the respondent in the original case?

Given names

Family name

### 6. Respondent contact details

Street number and name

Suburb

State

Postcode

Phone number

Email

### 7. Does this person identify as someone of Aboriginal or Torres Strait Islander descent?

Yes

No

### 8. Is this person of a culturally or linguistically diverse background?

Yes

No

If yes, state the cultural or linguistic background:

## ABOUT YOUR APPLICATION

### 9. Enter the VCAT reference number for the case you want us to reopen:

VCAT reference number

### 10. When did VCAT make the original order (DD/MM/YYYY)?

### 11. Reason for making this application:

Issue with enforcing the order

Issue with complying with the order

**12. Provide details of actions you have taken to try and enforce the original order**

**13. Provide details of the new order you want VCAT to make, or how you want your original order changed:**

**14. Describe any delays in taking action to enforce the original order:**

## SUPPORTING DOCUMENTS

Attach copies of any documents that support claims you made on this application. You must also provide copies of these supporting documents to all parties of the original case.

## ACKNOWLEDGMENT

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
- I will provide a copy of my completed application to all of the following:
  - each party to the original case
  - every person who received notice of application for the original case
  - anyone else VCAT orders me to send a copy of this application to.
- I will notify VCAT in writing if I am unable to provide a copy of my application to any party.

Full name of person completing this form:

Date (DD/MM/YYYY):

## PRIVACY INFORMATION

For a copy of VCAT's privacy statement, go to [www.vcat.vic.gov.au/privacy](http://www.vcat.vic.gov.au/privacy).

## FEE RELIEF

There is no application fee if your case is in the Residential Tenancies or Human Rights Divisions.

If your case is in the Civil, Administrative or Planning and Environment Divisions, 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, visit [www.vcat.vic.gov.au/feerelief](http://www.vcat.vic.gov.au/feerelief).

### 15. Are you applying for fee relief?

- No, go to **Fee payment** section  
 Yes, complete the **Application for fee relief form** and attach it to this application form

## FEE PAYMENT

Complete this section unless you are applying for fee relief, no fee is payable or you wish to pay using another method. For other payment options, see [www.vcat.vic.gov.au/howtopay](http://www.vcat.vic.gov.au/howtopay).

Choose the fee level:  Standard  Corporate  Concession

Fee amount charged

### Card details

Cards accepted:  VISA  MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy):

**REMOVE THIS PAGE WHEN SENDING A COPY OF THIS APPLICATION TO OTHER PEOPLE**

## SUBMITTING THIS APPLICATION

Submit your application to VCAT either by email, by post or in person.

### **By email**

Email your completed form to the appropriate VCAT area that dealt with your original case.

#### **Administrative Division**

admin@vcat.vic.gov.au

#### **Civil Division**

civil@vcat.vic.gov.au

#### **Human Rights Division**

humanrights@vcat.vic.gov.au

#### **Planning and Environment Division**

admin@vcat.vic.gov.au

#### **Residential Tenancies Division**

renting@vcat.vic.gov.au

### **By post**

Send to:

Victorian Civil and Administrative Tribunal  
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](http://vcat.vic.gov.au/visit)