FILE AND DOCUMENT ACCESS REQUEST FORM

VCAT
Victorian Civil & Administrative Tribunal

FILE ACCESS TO A VCAT CASE

You can request to see a file about most VCAT cases. These files may contain the original application, VCAT orders, and documents and correspondences between parties and VCAT. Parties to a case are not charged, but for everyone else, there is a fee to inspect a file.

Some case files are not available for access because:

- they relate to *Freedom of Information Act 1982*
- there may be an order under section 146 of the *Victorian Civil and Administrative Tribunal Act 1998* restricting access or there may be a suppression (non-publication) order
- we no longer keep the information after five years.

Also, a VCAT member must approve file requests about guardianship and administration, powers of attorney, medical treatment, or an advance care directive.

If you are from the media, please complete this form, pay the inspection fee and email it to **media@vcat.vic.gov.au**

YOUR DETAILS

1. Details of person requesting access to file and document

Title | Given names | Last name

Organisation (if applicable)

Street number and name

Suburb | State | Postcode

Contact number

Email address

2. Are you a party to the VCAT case?

☐ Yes

☐ No. You must pay a fee. Find out more at vcat.vic.gov.au/fees.

DETAILS ABOUT THE VCAT FILE

3. VCAT file reference number

4. Name/s of applicants

5. Name/s of respondents

6. Name of represented person (if applicable)

7. Site address (if the case is about land; eg. a planning, building or land valuation dispute)

Street number and name

Suburb | State | Postcode

8. Select the jurisdiction or List the file and/or document is made under:

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

For the relevant List's contact details and how to submit this form, please see page 3.

FEES

There may be a fee charged, find out more at vcat.vic.gov.au/fees.

GUIDELINES

VCAT requires at least 24 hours notice to prepare the file or subpoenaed documents for inspection. If the file needs to be retrieved from our archives, we need at least two additional business days before you can inspect it.

You must access the file from our Melbourne CBD location. A staff member of VCAT will contact you to confirm arrangements. If you have not been contacted, you may call the relevant List to make further enquiries. Do not come to VCAT until your scheduled inspection date.

Access times & CCTV surveillance

For document security, there is constant CCTV surveillance in and around our file inspection area.

You can access files or subpoenaed documents in VCAT's file inspection room at 308 La Trobe St Melbourne, from Monday to Friday between 9:30 am and 3:30 pm.

Reason for seeking access

Some proceeding files and subpoenaed documents at VCAT require authorisation before they can be released. It is important to complete this part of the form and clearly explain your reasons for seeking access to the file.

FEE PAYMENT

Complete this section if you are not a party to a VCAT case.

If you would instead like to pay by EFTPOS, cash or money order visit see vcat.vic.gov.au/fees.

Choose the fee level: ☐ Standard ☐ Corporate ☐ Concession

Fee amount charged $

CARD DETAILS

Cards accepted: ☐ VISA ☐ MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy): /

SUBMITTING THIS REQUEST

If you have supplied your credit card details, send your completed form to us by post or in person.

If you have not provided your credit card details on this form, you can send your completed form to us by email, by post or in person. To protect yourself, do not send credit card details over email.

If you are from the media, please complete this form, pay the inspection fee and email it to media@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
308 La Trobe Street
Melbourne VIC 3000

By email

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

Building and Construction
Email: civil@courts.vic.gov.au

Residential Tenancies
Email: renting@courts.vic.gov.au

Mental Health
Email: humanrights@courts.vic.gov.au

Guardianship and Administration
Email: humanrights@courts.vic.gov.au

Co-owned Land and Goods
Email: civil@courts.vic.gov.au

Retail and Commercial Leases
Email: civil@courts.vic.gov.au

Owners Corporations
Email: civil@courts.vic.gov.au

Health and Privacy
Email: humanrights@courts.vic.gov.au

Disability Act
Email: humanrights@courts.vic.gov.au

Review and Regulation
Email: admin@courts.vic.gov.au

Planning and Environment
Email: admin@courts.vic.gov.au

Land Valuation
Email: admin@courts.vic.gov.au

Equal Opportunity
Email: humanrights@courts.vic.gov.au

Unreasonable Flow of Water Between Properties
Email: civil@courts.vic.gov.au

Powers of Attorney
Email: humanrights@courts.vic.gov.au

Legal Practice
Email: admin@courts.vic.gov.au

Goods and Services
Email: civil@courts.vic.gov.au