FILE AND DOCUMENT ACCESS REQUEST FORM



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. See vcat.vic.gov.au/fileinspectionfees.

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@courts.vic.gov.au

YOUR DETAILS					
1. Details of person requesting access to file and document					
Title Given names		Last nam	ne		
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/fileinspectionfees. 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 de	etails and how to submit this form	n, please see page 3.			
FEES					
There may be a fee charged, find o	out more at vcat.vic.gov.au/fileins	pectionfees.			
GUIDELINES					
		oenaed documents for inspection. If the file onal 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 surveillan	се				
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 on the Ground Floor, near the Customer Service Counter, at 55 King St Melbourne, from Monday to Friday between 9.30am and 3.30pm.					
Reason for seeking access					
		e authorisation before they can be released. our 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** □ VISA MasterCard Cards accepted: 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@courts.vic.gov.au In person By post

Send this form to:

Victorian Civil and Administrative Tribunal GPO Box 5408

Melbourne VIC 3001

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

Mental Health

Email: humanrights@courts.vic.gov.au

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

Owners Corporations

Email: civil@courts.vic.gov.au

Disability Act

Email: humanrights@courts.vic.gov.au

Planning and Environment

Email: admin@courts.vic.gov.au

Equal Opportunity

Email: humanrights@courts.vic.gov.au

Powers of Attorney

Email: humanrights@courts.vic.gov.au

Goods and Services

Email: civil@courts.vic.gov.au

Renting a Home

Deliver this form to:

Melbourne VIC 3000

55 King Street

Email: renting@courts.vic.gov.au

Guardianship and Administration

Email: humanrights@courts.vic.gov.au

Victorian Civil and Administrative Tribunal

Retail and Commercial Leases

Email: civil@courts.vic.gov.au

Health and Privacy

Email: humanrights@courts.vic.gov.au

Review and Regulation

Email: admin@courts.vic.gov.au

Land Valuation

Email: admin@courts.vic.gov.au

Unreasonable Flow of Water Between Properties

Email: civil@courts.vic.gov.au

Legal Practice

Email: admin@courts.vic.gov.au