

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	<input type="text"/>	Given names	<input type="text"/>	Last name	<input type="text"/>
Organisation (if applicable)	<input type="text"/>				
Street number and name	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Contact number	<input type="text"/>				
Email address	<input type="text"/>				

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	<input type="text"/>				
4. Name/s of applicants	<input type="text"/>				
5. Name/s of respondents	<input type="text"/>				
6. Name of represented person (if applicable)	<input type="text"/>				
7. Site address (if the case is about land; eg. a planning, building or land valuation dispute)					
Street number and name	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Building and Property | <input type="checkbox"/> Civil Claims | <input type="checkbox"/> Guardianship |
| <input type="checkbox"/> Human Rights | <input type="checkbox"/> Legal Practice | <input type="checkbox"/> Owners Corporations |
| <input type="checkbox"/> Planning and Environment | <input type="checkbox"/> Residential Tenancies | <input type="checkbox"/> 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/fileinspectionfees.

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 9.30am and 3.30pm.

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@courts.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

Renting a Home

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