

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](https://www.vcat.vic.gov.au/resources/fees/other-vcat-services). See [vcat.vic.gov.au/fileinspectionfees](https://www.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 1998restricting 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.

# 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/fileinspectionfees](https://www.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 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](https://www.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 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**

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.

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| --- | --- |
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# 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, money order or bank cheque, see [vcat.vic.gov.au/fees](https://www.vcat.vic.gov.au/fees).

Choose the fee level: [ ]  Standard [ ]  Corporate [ ]  Concession

|  |  |
| --- | --- |
| Fee amount charged  | $       |

**CARD DETAILS**

Cards accepted: [ ]  VISA [ ]  MasterCard

|  |  |
| --- | --- |
|  Cardholder name: |       |

|  |  |
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| Card number:  |         |

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| Card expiry (mm/yy):  |        /       |

# Submitting the 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.

## By post In person

Send this form to: Deliver this form to:

Victorian Civil and Administrative Tribunal Victorian Civil and Administrative Tribunal
GPO Box 5408 55 King Street
Melbourne VIC 3001 Melbourne VIC 3000

**By email**

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

**Building and Construction Renting a Home**

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

**Mental Health Guardianship and Administration**

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

**Co-owned Land and Goods Retail and Commercial Leases**

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

**Owners Corporations Health and Privacy**

Email: civil@courts.vic.gov.au Email: humanrights@courts.vic.gov.au

**Disability Act Review and Regulation**

Email: humanrights@courts.vic.gov.au Email: admin@courts.vic.gov.au

**Planning and Environment Land Valuation**

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

**Equal Opportunity Unreasonable Flow of Water Between Properties**

Email: humanrights@courts.vic.gov.au Email: civil@courts.vic.gov.au

**Powers of Attorney Legal Practice**

Email: humanrights@courts.vic.gov.au Email: admin@courts.vic.gov.au

**Goods and Services**

Email: civil@courts.vic.gov.au