



# Request by non party to inspect public access documents

## RULE 42, CIVIL AND ADMINISTRATIVE TRIBUNAL RULES 2014

Use this form if you are not a party to an application and you are requesting to inspect documents held by NCAT. For more information read [NCAT Policy 4 – Access to and publication of information derived from proceedings](#).

### IMPORTANT INFORMATION

- The Registrar can give non parties access to inspect documents if the case is finally determined. This means the Tribunal has completed the case, including giving reasons and there is no further appeal or the period for lodging an appeal has expired.
- A request fee is payable at the time of lodging this request. Refer to NCAT's [fees and charges schedule](#).
- All requests may incur additional fees for file retrieval and photocopying if allowed. The Registry will contact you if this is required.
- The Registry will confirm if access is approved or refused. If access is refused by the Registrar, an [Application for miscellaneous matters](#) can be made to ask the Tribunal for orders. Fees are not refundable.

## 1. DETAILS OF PERSON MAKING THE REQUEST

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**Name:**

**Media organisation:** *(if applicable)*

**Address:**

**Contact number:**

**Email address:**

## 2. NCAT CASE DETAILS

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**NCAT File Number:**

**Applicant/Appellant name:**

**Respondent name:**

**Division:** Select NCAT Division in which proceedings were heard

Administrative & Equal Opportunity Division       Consumer & Commercial Division

Guardianship Division\*       Occupational Division       Appeals and Enforcement

\* *Note:* Only parties to the proceedings or their representatives may inspect documents in Guardianship Division matters unless there is a lawful reason

### 3. REQUEST FOR ACCESS

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I apply to inspect/have a copy of the public access documents:

- Originating document or reply
- Statement, affidavit or document admitted into evidence in proceedings held in public
- Transcript (if available) of proceedings held in public
- Record (other than a sound recording) of any order made or other decision given in proceedings
- Record of the reasons given for a decision made in proceedings

My reasons for requesting to inspect these documents is:

### 4. UNDERTAKING

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By making this request I agree that when inspecting the documents:

- I will not remove any part of the file or tamper with any document.
- I understand it is an offence to use any device to photograph Tribunal documents.
- I cannot make copies of any part of the file unless permission is specifically given. If allowed I will pay the copying fees.
- I can make my own notes or type into an electronic device.
- I will ensure I comply with the terms of any Tribunal suppression and or non-publication order made in relation to the file.

Signature

Date

**Lodge your request with fee at your nearest NCAT Registry**

For NCAT Registry locations visit the [NCAT website](#). For all enquiries telephone 1300 006 228 or visit [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au).

#### OFFICE USE ONLY

Request fee paid: Yes / No

*Note: Media organisations are exempt from request fee to Registrar, but fee is payable if making Application for miscellaneous matters for Tribunal orders.*

Request by non party to inspect documents is: Approved / Refused

Access is restricted to:

\_\_\_\_\_

Inspect only / Inspect and copy:

\_\_\_\_\_

\_\_\_\_\_

Access is refused because:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### ACCESS PROVIDED

Documents accessed on: (date) \_\_\_\_\_

ID supplied: Media photo / Media business card and personal photo ID / Media status confirmed