



# Administrative review application form

ADMINISTRATIVE AND EQUAL OPPORTUNITY DIVISION AND OCCUPATIONAL DIVISION

File Number  
*Office use only*

## 1. PARTIES

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Applicant **Write your full name**  
Respondent **Write 'Commissioner of Victims Rights'**

## 2. DECISION FOR REVIEW

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I attach a copy of the decision to be reviewed. **Tick this box**

The date I was notified about the decision is: **Write the date of the letter when you received the decision**

## 3. GROUNDS FOR APPLICATION

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I am seeking a review of the decision on the following grounds:

**Before you apply for a review, you should get legal advice.**

**You must write the reasons why you are applying for a review. For example, if Victims Services refused your application for an Objection to an order for restitution you may be able to seek a review of their decision.**

**If Victims Services haven't made a decision, you can apply on this basis.**

**If you are unsure, you should get legal advice.**

## 4. INTERNAL REVIEW OR OBJECTION

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The decision attached was made after the agency conducted an internal review or objected to the original decision

YES  NO

**Select 'Yes' if you made an application for an Objection to an order for restitution and received a response from Victims Services.**

**Select 'No' if you made an application for an Objection to an order for restitution but didn't receive a response. You will then need to select the last box in the options below.**

If **NO** the Tribunal can only review the decision if: **If NO, tick an option below**

- The application is urgent. An application for stay or interim order must be filed with this application **OR**
- The decision is exempted by law from internal review or objection **OR**
- I have made an application for internal review or objection and the agency has not responded within the time allowed (deemed refusal)

## 5. LATE APPLICATIONS

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Complete this section only if you are applying outside of the time limit, for example, if you have not received a decision from Victims Services

- The application is lodged within the time allowed under the relevant legislation **OR**
- The reason the application is lodged outside the time allowed is:

## 6. PARTY DETAILS

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### A. APPLICANT

Name: **Write your full name**

Address: **Write your address**

### APPLICANT'S LEGAL REPRESENTATIVE

Legal Practitioner's name: **Leave blank or write 'not applicable'**

Name of firm or organisation: **Leave blank or write 'not applicable'**

Address: **Leave blank or write 'not applicable'**

### CONTACT DETAILS

Telephone: **Write your phone number**      Mobile: **Write your mobile number**

Email: **Write your email address**

**Tick this box to receive correspondence by email**

**Do you want NCAT notices and correspondence emailed to you?**

By ticking this box you agree to receive the notice of hearing and other future correspondence by email. Please ensure the email address provided above is accurate and the email account is checked regularly.

Please note NCAT does not accept filing of applications, submissions or evidence by email. Parties must give a hardcopy of documents to the Registry.

### B. RESPONDENT

Name: **Write 'Commissioner of Victims Rights'**

Address: **Write 'Level 1, Justice Precinct Offices, 160 Marsden Street, Parramatta NSW 2150'**

## 7. SIGNATURE

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Your signature or signature of legal representative

Name: **Write your full name**

Signature: **Sign here**

Date: **Write the date**

## 8. REGISTRY DETAILS

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### NCAT Administrative and Equal Opportunity Division and Occupational Division

Postal address: PO Box K1026, Haymarket NSW 1240  
DX 11539 Sydney Downtown

Street address: Level 10 John Maddison Tower, 86-90 Goulburn Street, Sydney NSW 2000

Telephone: 1300 006 228  
Email: aeod@ncat.nsw.gov.au  
Website: www.ncat.nsw.gov.au

### **Application fee information**

You may need to pay an application fee when lodging your application. The fee schedule is available on the [NCAT website](#).

Credit card payment can be made by submitting a [credit card authority form](#) with your application. Credit card surcharges apply. Cheque or money order payments are to be made out to 'NSW Civil and Administrative Tribunal' or 'NCAT'. Payments can be made in person at any NCAT Registry or Service NSW Centre.

If you are unable to pay the concession fee or are not eligible, NCAT may consider waiving the fee fully or partially. To request a fee waiver please complete the [fee waiver request form](#).