



INSTRUCTIONS

1. Complete this form for each summons you want the AAT to issue.
2. Attach the draft summons in the approved form.
3. Lodge both forms with the AAT.

AAT File Number:

Between:

Applicant

And:

Respondent

Addressee for
summons:

Preferred return date
(for documents):

REASONS FOR THE REQUEST

Please set out the reasons in support of your request, including details of the issue(s) to which the evidence or documents relate, the relevance of the evidence or documents to that issue and the importance of the evidence or documents to the case.

DETAILS OF PERSON MAKING THE REQUEST

Name	<input type="text"/>	
Organisation/Firm: (if applicable)	<input type="text"/>	
Telephone	<input type="text"/>	
Email	<input type="text"/>	
Signature	<input type="text"/>	Date: <input type="text"/>

FOR AAT USE ONLY	
Considered by:	<input type="text"/>
	<input type="checkbox"/> Issue
	<input type="checkbox"/> Request further information
	<input type="checkbox"/> List for directions hearing/hearing
	<input type="checkbox"/> Refuse
	<input type="checkbox"/> Other
Instructions/Notes:	<input type="text"/>

INFORMATION ABOUT THIS FORM

How do I submit this form?

You can send us your form via our online document lodgement system, by email, post or fax, or deliver it to a Registry. Remember to attach the draft summons in the approved form.

Online document lodgement system: <https://online.aat.gov.au>

Email: generalreviews@aat.gov.au

Post: AAT, GPO Box 9955, Your capital city (Northern Territory residents should write to Adelaide) or AAT, c/- Supreme Court of Norfolk Island Registry, Kingston, Norfolk Island 2899

In person or by fax:

ADELAIDE Level 2 1 King William St ADELAIDE SA 5000 FAX (08) 8128 8099	BRISBANE Level 6 295 Ann St BRISBANE QLD 4000 FAX (07) 3052 3001	CANBERRA Level 8 14 Moore St CANBERRA CITY ACT 2600 FAX (02) 6243 4600	HOBART Edward Braddon Building Commonwealth Law Courts 39–41 Davey St HOBART TAS 7000 FAX (02) 9276 5597
MELBOURNE Level 4 15 William St MELBOURNE VIC 3000 FAX (03) 9454 6998	NORFOLK ISLAND Supreme Court of Norfolk Island KINGSTON NORFOLK ISLAND 2899 TEL +61 2 9391 2400 FAX +61 2 9283 4881	PERTH Level 13 111 St Georges Terrace PERTH WA 6000 FAX (08) 6222 7299	SYDNEY Level 6 83 Clarence St SYDNEY NSW 2000 FAX 02 9276 5599

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged). Residents of northern NSW (postcodes 2460–2490) will be connected to the Brisbane registry and residents of the Northern Territory will be connected to the Adelaide registry.

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the AAT. If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit www.relayservice.gov.au

Website: www.aat.gov.au