



Administrative Appeals Tribunal

Request by Non-Party for Access to AAT Documents

This form is for use in relation to applications in the AAT's General Division, Freedom of Information Division, National Disability Insurance Scheme Division, Security Division, Small Business Taxation Division, Taxation & Commercial Division and Veterans' Appeals Division.

SECTION 1 DETAILS OF THE PERSON MAKING THE REQUEST

Full name	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____		
	Family name: _____		
	Given name(s): _____		
Organisation If applicable	_____		
Postal address	_____		State: _____
	_____		Postcode: _____
Email	_____		
Telephone / Fax	Landline: () _____	Mobile: _____	Fax: () _____

SECTION 2 DETAILS OF THE AAT APPLICATION

AAT File Number (if known)	_____
Names of the parties to the proceeding If known	_____

SECTION 3 DETAILS OF THE DOCUMENTS REQUIRED

I wish to inspect the following documents on the AAT file	_____
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Reasons in support of request for access to documents

SIGNATURE

Signature

Date

dd / mm / yyyy

INFORMATION ABOUT THIS FORM

WHAT DO WE DO WITH THE INFORMATION GIVEN TO US?

We collect information from you to process your request. We may give a copy of this form to the parties to the application.

More information is usually made publicly available if we hold a hearing and make a decision. If we prepare a written statement of the reasons for our decision in your case, it will usually be made public and published on the internet, including on the AustLII website (www.austlii.edu.au). For more information about the decisions we publish, see our Publication of Decisions Policy on our website.

We can order that information be kept confidential if we believe there is good reason to do so. You can apply for an order by writing to us stating what you want kept confidential and why.

For more information about our information handling practices, see our Privacy Policy. Our Privacy Policy includes information about how you can access and seek correction of personal information we hold about you, make a complaint about the way we have handled your personal information and how we will deal with such a complaint. It is available on our website or you can ask us to send it to you.

HOW DO I SUBMIT THIS FORM?

You can send us your form by email, post, in person or by fax.

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