

SECTION 2 PROCEEDING

AAT File Number
If known

Names of the parties to the application

Briefly describe the decision

SECTION 3 REASONS FOR THE REQUEST

Outline the hardship you would or might suffer if the time to lodge the documents is not shortened

SIGNATURE

Signature

Date

dd / mm / yyyy

INFORMATION ABOUT THIS FORM

WHAT DO WE DO WITH INFORMATION GIVEN TO US?

We collect information from you to process and consider your request under the *Administrative Appeals Tribunal Act 1975*.

We give a copy of the form to the department or organisation that made the decision you want reviewed. We may also give a copy to any other person that is a party to the review. If you give us other information that another party does not have, we will usually give them a copy.

Limited information about cases in the AAT's General Division, Freedom of Information Division, National Disability Insurance Scheme Division, Small Business Taxation Division, Taxation & Commercial Division or Veterans' Appeals Division is usually made available to the public on request and can be accessed using *eCase Search* on our website. This information includes the names of the parties and any representatives, the type of application, dates of conferences, hearings or other case events, the types of key documents lodged by the parties and the outcome of an 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 information you want kept confidential and why. In some cases, legislation requires that information be kept confidential.

For more information see our fact sheet, *Privacy and confidentiality at the AAT*, and our Privacy Policy. Our Privacy Policy includes information about how you can access and seek correction of your personal information, make a complaint about the way we have handled your personal information and how we will deal with such a complaint. *Privacy and confidentiality at the AAT* and our Privacy Policy are on our website or are available from your local AAT registry.

MORE INFORMATION ABOUT THE AAT

For more information about the AAT and how we conduct reviews, go to our website or call us. Our staff can give you information about procedures but cannot give you legal advice.

HOW DO I SUBMIT THIS FORM?

You can send us your form by email, post or fax, or deliver it to a registry.

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