



## Administrative Appeals Tribunal

Migration & Refugee Division

## Hearing information form

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### General information

Your file is now being prepared for allocation to a tribunal member. As this may result in a hearing being scheduled:

- If you have any additional evidence that is relevant to your application, please send this to us as soon as possible.
- If the details of your representative have changed, you should provide the Tribunal with the details of your representative as soon as possible.

Please note: once a hearing date has been set, we will only change the date if we are satisfied that there is a very good reason to do so.

### Privacy notice

We collect information from you to process your application and to carry out the review under the *Migration Act 1958* and *Administrative Appeals Tribunal Act 1975*.

For more information about what we do with information given to us during the review, including what information is usually made public and when information is kept confidential, see our Privacy Policy at the following link: <http://www.aat.gov.au/about-the-aat/access-to-information/privacy>.

When completing this form (the document) we collect additional personal information from you to:

- identify the AAT case to which the document relates, and
- be able to contact you about the document if we need to.

### Information about using this form

- If there is more than one review applicant, you must have the authority of each applicant to provide the information in this form on their behalf.



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### Review applicant information

All references to 'the applicant' in this form relate to the review applicant.

AAT file number

Applicant Name

Name of person  
completing this  
form

Your email address

Your phone  
number

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## Your availability

Are there any dates in the next 3 months that you and any other participants will not be able to attend a hearing at the Tribunal?

☐ Yes

☐ No

If yes, please provide details, including relevant dates and reasons for your unavailability (Note: you may be asked to provide supporting evidence).

**Note:** You will generally be given at least 2 weeks' notice of the hearing day and time, and the date and time will only be changed if we are satisfied there are very good reasons for doing so. Hearings may be scheduled in-person or by video or telephone. You are only required to come into an AAT office if you are attending an in-person hearing.

## Additional documents

Any additional information you wish to provide may be attached to this form.

Do you want to provide any additional documents?

☐ Yes

☐ No

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## Who will attend your hearing

### Attendees

How many applicants will attend the Tribunal hearing?

**Note:** You may request that we take oral evidence from a person or persons as a witness or witnesses. If you make such a request, we will consider your request carefully but may decide that it is not necessary to take oral evidence from a witness you nominate.

We will ask for details of the witnesses at a later date.

How many witnesses will attend the hearing?

How many other people will attend the hearing? This may include your representative and other attendees such as family members or support people.

## Accessibility

### Hearings by video or telephone

The Tribunal may conduct hearings by video or telephone.

**Note:** There is no need for you to come into the AAT office to appear by video or telephone. If your application relates to a protection visa, and you are invited to appear by video or telephone, you should ensure that you have access to a private room where you can participate in the hearing confidentially.

Do you believe that you or another person will have difficulty participating in the hearing by video or telephone or the hearing cannot be conducted by video or telephone?

☐ Yes

☐ No

If you answered yes, please explain why.

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The technical requirements for participating in a hearing by video are:

- A computer, laptop, tablet or smart phone running Windows 7, Windows 10, Mac OS, iOS, iPadOS or Android
- A stable high-speed internet connection (eg WiFi, Hotspot, ADSL+, NBN, 3G, 4G, 5G)
- A webcam (built-in or standalone), speakers or a headphone, and a microphone
- A quiet room with adequate lighting

Do you have equipment that satisfies the technical requirements for participating in a hearing by video?

☐ Yes

☐ No

### **In person hearings**

We may invite you to attend a hearing in person.

If you were invited to attend a hearing in person, are there any issues that may affect your ability, or the ability of any other person participating, to take part in that hearing (eg, a health problem or disability)?

☐ Yes

☐ No

If you answered yes, please specify.

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# Declaration

By submitting this form I declare that:

- The information provided in this form, including any attachments, is complete and correct.
- I will inform the Tribunal in writing immediately as I become aware of any changes in circumstances relevant to this application, or if there is any change relating to information that has been given in, or with, this form.
- I consent to the personal and sensitive information that I provide to the AAT being collected and used for purposes relating to the *Migration Act 1958* and the *Administrative Appeals Tribunal Act 1975*.
- I consent to any information and documents that I provide to the AAT being given to the Department of Home Affairs during or at the end of the review, including personal and sensitive information.
- If there is more than one applicant for review, I am also providing this information on their behalf and with their consent to do so.

**Name of person making  
this declaration**

**Signature**

**Date**

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