

# ACT CIVIL AND ADMINISTRATIVE TRIBUNAL

April 2017

## CONTENTS

### SECTION 1

#### *User Notes*

#### MISCELLANEOUS DOCUMENTS

	Manual Page
ACAT 00 MASTER	Master File ..... 1
ACAT 03 INFO	Matter Information Sheet ..... 5
ACAT 03 ACCT	General Account ..... 7
ACAT 03 ACCTDISB	General Disbursement Account..... 10
ACAT 03 BRIEF	Brief to Barrister ..... 12
ACAT 03 COVER	File Cover..... 14
ACAT 03 FILENOTE	Memo to File ..... 17
ACAT 03 MEMO	Office Memo..... 18
ACAT 03 STATDEC	Statutory Declaration ..... 19

### SECTION 2

#### GENERAL - LETTERS AND FACSIMILES

ACAT 01 L1	Letter to Client..... 1
ACAT 01 L3	Letter General ..... 2
ACAT 01 LR	Letter to Respondent's Solicitor ..... 3
ACAT 01 LA	Letter to Applicant's Solicitor..... 4
ACAT 01 LTP	Letter to Third Party's Solicitor..... 5
ACAT 01 LB	Letter to Barrister ..... 6
ACAT 01 LC	Letter to Tribunal..... 7
ACAT 02 F1	Facsimile to Client..... 8
ACAT 02 F3	Facsimile General ..... 9
ACAT 02 FR	Facsimile to Respondent's Solicitor ..... 10
ACAT 02 FA	Facsimile to Applicant's Solicitor..... 11
ACAT 02 FTP	Facsimile to Third Party's Solicitor..... 12
ACAT 02 FB	Facsimile to Barrister ..... 13
ACAT 02 FC	Facsimile to Tribunal..... 14

## **SECTION 3**

### **TRIBUNAL FORMS**

ACAT AAA010	Blank Form.....	1
ACAT AAA020	General Affidavit .....	5

### **ADMINISTRATIVE REVIEW (ADMIN)**

ACAT ADMIN010	Application for Review of a Decision .....	7
---------------	--	---

### **APPEALS (APP)**

ACAT APP010	Application for Appeal from an ACAT Decision .....	10
-------------	--	----

### **CIVIL DISPUTES (CIV)**

ACAT CIV010	Civil Dispute Application .....	12
ACAT CIV090	Statement of Charges and Out of Pocket Expenses - Civil Dispute.....	19
ACAT CIV100	Statement of Interest Claimed - Civil Dispute.....	21
ACAT CIV110	Certificate - Reasonable Prospects of Success - Civil Dispute .....	23
ACAT CIV120	Response - Civil Dispute .....	24
ACAT CIV130	Third Party Notice - Civil Dispute.....	31
ACAT CIV140	Response to Third Party Notice - Civil Dispute .....	37
ACAT CIV150	Acceptance of Admission of Liability - Civil Dispute .....	42
ACAT CIV160	Application for Default Judgment - Civil Dispute .....	43

### **COMMON BOUNDARIES/FENCE DISPUTE (FEN)**

ACAT FEN0101	Application for A New Fence Determination.....	45
--------------	--	----

### **DISCRIMINATION (DISC)**

ACAT DISC010	Late Application for Discrimination Complaint to be Heard .....	53
--------------	---	----

### **ENERGY AND WATER HARDSHIP ASSISTANCE (ENW)**

ACAT ENW010	Energy and Water Hardship Assistance - Application Form .....	232
ACAT ENW020	Energy and Water Hardship Assistance - Update Form .....	236

### **GENERAL FORMS (GEN)**

ACAT GEN020	Authority to Act for a Corporation .....	55
ACAT GEN030	Affidavit for a Person to Act as Litigation Guardian .....	57
ACAT GEN040	Consent and Undertaking by Person to Act as Litigation Guardian .....	58
ACAT GEN050	Notice of New Contact or Representation Details .....	59
ACAT GEN060	Application for Interim or other Orders - General .....	62
ACAT GEN070	Subpoena.....	64
ACAT GEN080	Notice of Discontinuance/Withdrawal .....	118
ACAT GEN090	Application for Removal or Referral to the Supreme Court .....	250
ACAT GEN100	Application to be Joined as a Party .....	254

## SECTION 3

### GUARDIANSHIP & MANAGEMENT OF PROPERTY (GUAR)

ACAT GUAR010	Application for Appointment of Guardian and/or Manager .....	119
ACAT GUAR020	Application for Appointment of Manager for Missing Persons Property .....	131
ACAT GUAR030	Application for Order for Consent to a Prescribed Medical Procedure.....	143
ACAT GUAR040	Application for Review or Direction.....	148
ACAT GUAR050	Statement of Property - Statutory Declaration.....	152
ACAT GUAR060	Statutory Declaration re. Appointment of Guardian.....	158

### MENTAL HEALTH (MHA)

ACAT MHA010	Application for Mental Health Orders.....	162
ACAT MHA020	ACAT Information Sheet for Applications under <i>MHA 2015</i> .....	170
ACAT MHA030	Assessment Order Application .....	173
ACAT MHA040	Application to Review or Extend Consent to Treatment, Care or Support .....	176
ACAT MHA050	Application for a Forensic Mental Health Order.....	258
ACAT MHA060	Electroconvulsive Therapy (ECT) Application form .....	263
ACAT MHA070	Tribunal Review Report .....	270

### PROFESSIONAL/OCCUPATIONAL DISCIPLINES (POD)

ACAT POD010	Application for Disciplinary Action.....	179
ACAT POD020	App to Review Decision about Occupational Registration, Licensing or Disciplinary Action.....	184

### RESIDENTIAL TENANCY (RES)

ACAT RES010	Application for Endorsement of a Res Tenancy Agreement by a Community Organisation.....	188
ACAT RES020	Application for Endorsement.....	200
ACAT RES030	Application for the Endorsement of a Residential Tenancy Agreement by a Community Organisation .....	205
ACAT RES040	Application for Resolution of a dispute under the <i>Residential Tenancies Act 1997</i> .....	214
ACAT RES050	Application to Restore to the List.....	221
ACAT RES060	Application to Set Aside Ex-Parte Order and Stay Proceedings .....	223
ACAT RES070	Application to Vary an Order.....	225
ACAT RES100	Response – Resolution of a Dispute under <i>Residential Tenancies Act 1997</i> .....	240
ACAT RES110	Application for a Warrant of Eviction.....	244

### UNIT TITLES (UNIT)

ACAT UNIT010	Application - <i>Unit Titles Act 2001</i> .....	229
ACAT UNIT020	Application – <i>Unit Titles (Management) Act 2011</i> .....	247

**ALPHABETICAL TABLE OF FORMS****Page****A**

ACAT Information Sheet for Applications under <i>MHA 2015</i> (Mental Health)	ACAT MHA020	170
Acceptance of Admission of Liability - Civil Dispute (Civil)	ACAT CIV150	42
Affidavit for a Person to Act as Litigation Guardian (General)	ACAT GEN030	57
App to Review Decision about Occupational Registration, Licensing or Disciplinary Action (Professional/Occupational Disciplines)	ACAT POD020	184
Application for a Forensic Mental Health Order (Mental Health)	ACAT MHA050	258
Application for A New Fence Determination (Common Boundaries/Fence Disputes)	ACAT FEN0101	45
Application for a Warrant of Eviction (Residential Tenancies)	ACAT RES110	244
Application for Appeal from an ACAT Decision (Appeals)	ACAT APP010	10
Application for Appointment of Guardian and/or Manager (Guardianship)	ACAT GUAR010	119
Application for Appointment of Manager for Missing Persons Property (Guardianship)	ACAT GUAR020	131
Application for Default Judgment - Civil Dispute (Civil)	ACAT CIV160	43
Application for Disciplinary Action (Professional/Occupational Disciplines)	ACAT POD010	179
Application for Endorsement (Residential Tenancies)	ACAT RES020	200
Application for Endorsement of a Res Tenancy Agreement by a Community Organisation (Residential Tenancies)	ACAT RES010	188
Application for Interim or other Orders - General (General)	ACAT GEN060	62
Application for Mental Health Orders (Mental Health)	ACAT MHA010	162
Application for Order for Consent to a Prescribed Medical Procedure (Guardianship)	ACAT GUAR030	143
Application for Removal or Referral to the Supreme Court (General)	ACAT GEN090	250
Application for Resolution of a dispute under the <i>Residential Tenancies Act 1997</i> (Residential Tenancies)	ACAT RES040	214
Application for Review of a Decision (Administrative Review)	ACAT ADMIN010	7
Application for Review or Direction (Guardianship)	ACAT GUAR040	148
Application for the Endorsement of a Residential Tenancy Agreement by a Community Organisation (Residential Tenancies)	ACAT RES030	205
Application to be Joined as a Party (General)	ACAT GEN100	254
Application to Restore to the List (Residential Tenancies)	ACAT RES050	221
Application to Review or Extend Consent to Treatment, Care or Support (Mental Health)	ACAT MHA040	176
Application to Set Aside Ex-Parte Order and Stay Proceedings (Residential Tenancies)	ACAT RES060	223
Application to Vary an Order (Residential Tenancies)	ACAT RES070	225
Assessment Order Application (Mental Health)	ACAT MHA030	173
Authority to Act for a Corporation (General)	ACAT GEN020	55

**B**

Blank Form	ACAT AAA010	1
------------	-------------	---

**C**

Certificate - Reasonable Prospects of Success - Civil Dispute (Civil)	ACAT CIV110	23
Civil Dispute Application (Civil)	ACAT CIV010	12
Consent and Undertaking by Person to Act as Litigation Guardian (General)	ACAT GEN040	58

**E**

Electroconvulsive Therapy (ECT) Application form (Mental Health)	ACAT MHA060	263
Energy and Water Hardship Assistance - Application Form (Energy & Water Hardship)	ACAT ENW010	232
Energy and Water Hardship Assistance - Update Form (Energy & Water Hardship)	ACAT ENW020	236

**G**

**ALPHABETICAL TABLE OF FORMS**

		<b>Page</b>
General Affidavit	ACAT AAA020	5
<b>L</b>		
Late Application for Discrimination Complaint to be Heard (Discrimination)	ACAT DISC010	53
<b>N</b>		
Notice of Discontinuance/Withdrawal (General)	ACAT GEN080	118
Notice of New Contact or Representation Details (General)	ACAT GEN050	59
<b>R</b>		
Response - Civil Dispute (Civil)	ACAT CIV120	24
Response – Resolution of a Dispute under <i>Residential Tenancies Act 1997</i> (Residential Tenancies)	ACAT RES100	240
Response to Third Party Notice - Civil Dispute (Civil)	ACAT CIV140	37
<b>S</b>		
Statement of Charges and Out of Pocket Expenses - Civil Dispute	ACAT CIV090	19
Statement of Interest Claimed - Civil Dispute (Civil)	ACAT CIV100	21
Statement of Property - Statutory Declaration (Guardianship)	ACAT GUAR050	152
Statutory Declaration re. Appointment of Guardian (Guardianship)	ACAT GUAR060	158
Subpoena (General)	ACAT GEN070	64
<b>T</b>		
Third Party Notice - Civil Dispute (Civil)	ACAT CIV130	31
Tribunal Review Report (Mental Health)	ACAT MHA070	270