

FORM 3

Matter No.

## ORDINARY APPLICATION

*FOR APPLICATIONS OTHER THAN AN INITIATING APPLICATION*

### PARTIES

APPLICANT/S:

RESPONDENT/S:

### DETAILS OF APPLICATION

PARTY MAKING THIS ORDINARY APPLICATION:

ORDER YOU WANT NTCAT TO MAKE<sup>1</sup>:

THE ORDER IS SOUGHT UNDER<sup>2</sup>:

REASONS WHY NTCAT SHOULD MAKE THE ORDER<sup>3</sup>:

### SIGNATURE

SIGNATURE OF APPLICANT OR APPLICANT'S REPRESENTATIVE<sup>4</sup>: \_\_\_\_\_

NAME:

DATE:

<sup>1</sup> Briefly state the order you are seeking. For example, "An order extending the time to [identify action]"; "An order joining [state name] as a party to the proceedings"; "An order that the [respondent/applicant] provide the following documents...".

<sup>2</sup> Specify the section of the NTCAT Act or other Act, or the NTCAT rule, under which the application is made (if any).

<sup>3</sup> Provide a brief summary of the facts and circumstances that make the order(s) sought necessary. You should also attach to your application a copy of any evidence you rely upon.

<sup>4</sup> A person signing as representative of a party warrants to NTCAT that he/she has the lawful authority to do so.

### TIME FOR SERVICE

*(NTCAT to complete)*

**A copy of this ordinary application plus a copy of any and all evidence relied upon in support of the ordinary application must be served on the respondent/s as soon as possible and in any case**

**by no later than** \_\_\_\_\_

### NEXT IMPORTANT DATE

*(NTCAT to complete)*

**IF YOU WISH TO OPPOSE THE ORDINARY APPLICATION**, or if you otherwise wish to be heard in relation to it, **YOU MUST ATTEND** at the hearing room, NTCAT Office, Darwin / Alice Springs at \_\_\_\_\_ AM/PM on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for the hearing of the ordinary application.

**NOTE – IF YOU FAIL TO ATTEND AT THE NOMINATED TIME, ORDERS MAY BE MADE IN YOUR ABSENCE.**

### IMPORTANT MATTERS

1. NTCAT rule 3 deals with the service of documents in NTCAT proceedings.
2. A party who wants to rely on evidence at the hearing of the ordinary application must file a copy of it with NTCAT and must serve a copy on each other party (see NTCAT rule 8.8).
3. NTCAT may conduct the hearing of the ordinary application despite the absence of a person served with it (see NTCAT rule 8.9).

**FILING YOUR APPLICATION WITH NTCAT**

**By Email to:** [AGD.ntcat@nt.gov.au](mailto:AGD.ntcat@nt.gov.au) (scanned copy of the signed original)

**In Person:**

NTCAT DARWIN OFFICE  
Level 1, The Met Building  
13 Scaturchio Street  
Casuarina NT 0810

NTCAT ALICE SPRINGS OFFICE  
Westpoint Building  
1 Stott Terrace  
ALICE SPRINGS NT 0870

**Remote Locations:**

In any Northern Territory Court Facility

**By Post to:**

NTCAT  
PO Box 41860  
CASUARINA NT 0810

**NTCAT USE ONLY**

Date Filed:	Accepted by Registrar: YES / NO Date Accepted:
Application Fee Processed: YES / NO	Receipt No.: File No.: