



## DO NOT IGNORE THESE DOCUMENTS

This **INITIATING APPLICATION** and the attached **NTCAT ORDERS** affect your legal rights. If you need legal advice, the following link contains details of legal services available in the Northern Territory: <https://ntcat.nt.gov.au/information-assistance/support-services>

### INITIATING APPLICATION

FOR COMMENCEMENT OF NTCAT MATTERS - NTCAT Rule 5

#### PART A – PARTIES

**APPLICANT/S:**

\* The person or entity making the application.

**RESPONDENT/S:**

\* The person or entity the application is made against.

#### PART B – APPLICANT/S DETAILS

FULL NAME/S:

ADDRESS:

E-MAIL:

LANDLINE PHONE NUMBER:

MOBILE PHONE NUMBER:

***Important: The use of electronic media for the exchange of documents and other important information in NTCAT proceedings is strongly encouraged. If you are able to provide an email address it will be used for the service of documents and notices. If you have provided a mobile phone number NTCAT may send you SMS text messages with notifications about your matter.***

#### PART C – APPLICANT/S REPRESENTATIVE DETAILS (if any)

FULL NAME/S:

ADDRESS:

E-MAIL:

LANDLINE PHONE NUMBER:

MOBILE PHONE NUMBER:

**PART D – RESPONDENT/S DETAILS** *(Applicant/s to provide as much detail as known)*

FULL NAME/S:

ADDRESS:

E-MAIL:

LANDLINE PHONE NUMBER:

MOBILE PHONE NUMBER:

**PART E - JURISDICTION** *(Select one)*

WHAT IS YOUR APPLICATION ABOUT? *(For guidance please refer to NTCAT publication 'NTCAT Jurisdictions'.)*

SMALL CLAIM

RESIDENTIAL TENANCY

If Residential Tenancy please specify the address of the premises to which the application relates:

REVIEW OF AN NTCAT DECISION ('INTERNAL REVIEW')

Please specify the NTCAT file number/s for the decision you would like reviewed:

OTHER

Please specify the Act that gives you the right to apply to NTCAT:

## PART F – ORDER(S) SOUGHT

WHAT ORDER/S DO YOU WANT NTCAT TO MAKE?

IF THE ORDER/S INCLUDE A MONETARY AMOUNT, WHAT IS THE TOTAL AMOUNT YOU WANT THE RESPONDENT/S TO PAY YOU?

NIL

\$1 TO \$1,999

\$2,000 to \$10,000

OVER \$10,000

IF YOU ARE SUCCESSFUL IN THIS PROCEEDING DO YOU ALSO SEEK AN ORDER FOR RECOVERY OF OUT OF POCKET EXPENSES OF THE TYPES REFERRED TO IN SECTION 132(ba) OF THE *Northern Territory Civil and Administrative Tribunal Act 2014*?<sup>1</sup>

YES

NO

<sup>1</sup> The effect of section 132(ba) is that out of pocket expenses such as the application fee and other similar unavoidable expenses associated with bringing or defending NTCAT proceedings may be recoverable by a successful party.

## PART G – GROUNDS FOR APPLICATION

WHAT ARE YOUR REASONS FOR SEEKING THE ABOVE ORDER/S? *(Please provide a summary of the facts relating to your application - the summary should be no longer than one page):*

## PART H – OTHER MATTERS

### 1. FEE WAIVER

DO YOU SEEK A WAIVER OF THE APPLICATION FEE ON THE GROUND OF FINANCIAL HARDSHIP?

YES

NO

*(If 'yes' please provide **separately to this form** a summary of your reasons why NTCAT should grant the fee waiver along with any supporting documentation.)*

### 2. EMERGENCY APPLICATIONS

DOES YOUR APPLICATION REQUIRE AN EMERGENCY HEARING BY NTCAT?

*(NTCAT aims at dealing with all matters as promptly as possible. An applicant should **only** answer 'yes' if there are circumstances making it imperative that a hearing is held in less than seven days from the date of the application.)*

YES

NO

*(If 'yes' please provide a brief summary of why you say the application is urgent).*

### 3. LATE APPLICATIONS

DO YOU REQUIRE AN EXTENSION OF TIME IN ORDER TO MAKE THIS APPLICATION?

YES

NO

### 4. STAYS

IN THE CASE OF AN APPLICATION FOR INTERNAL REVIEW, ARE YOU SEEKING A STAY OF THE ORIGINAL NTCAT DECISION?

YES

NO

*(If 'yes' please provide a brief summary of your reasons why NTCAT should grant a stay).*

**5. ADJUSTMENTS TO STANDARD ORDERS**

*(This Initiating Application will be issued by NTCAT with standard orders requiring that it be served on the respondent(s) by a particular time – usually 7-14 days after the date of issue (21 days for interstate respondents). If you expect difficulty serving the respondent(s) by that time, you should answer ‘yes’ below and indicate the extra time you seek).*

IS EXTRA TIME REQUIRED TO SERVE THE INITIATING APPLICATION ON THE RESPONDENT?

YES

NO

*(If ‘yes’ please specify the extra time required).*

**PART G - SIGNATURE**

SIGNATURE OF APPLICANT OR APPLICANT’S REPRESENTATIVE:<sup>2</sup> \_\_\_\_\_

NAME OF APPLICANT OR APPLICANT’S REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT NOTICES**

**THE APPLICANT MUST FILE AN ELECTRONIC PAYMENT FORM WHEN SUBMITTING AN INITIATING APPLICATION TO NTCAT.**

**THE APPLICANT/S MUST SERVE THE RESPONDENT/S WITH BOTH THE SEALED INITIATING APPLICATION AND THE NTCAT ORDERS. THESE DOCUMENTS WILL BE PROVIDED ONCE YOUR APPLICATION HAS BEEN PROCESSED.**

**NO EVIDENCE IS REQUIRED TO BE PROVIDED UNTIL ORDERED BY THE NTCAT.**

<sup>2</sup> A person signing as representative of a party warrants to NTCAT that he/she has the lawful authority to do so.