



FORM 3 (February 2022 revision)

ORDINARY APPLICATION

FOR APPLICATIONS OTHER THAN AN INITIATING APPLICATION

PART A - PARTIES

FILE NUMBER:

APPLICANT/S:

RESPONDENT/S:

PART B - DETAILS OF APPLICATION

PARTY MAKING THIS ORDINARY APPLICATION:

Applicant/s

Respondent/s

WHAT ORDERS DO YOU WANT NTCAT TO MAKE?

Order for substituted service

Please provide with this application all the material relevant to your efforts to serve the Initiating Application.

Reopening a proceeding

Adjourn a compulsory conference or hearing

Please specify the date to which you seek to have the matter adjourned:

Leave to withdraw an initiating application or referral

Leave to appear by legal practitioner (in proceedings under the Small Claims Act 2016)

Name of legal practitioner who will appear: _____

Leave to appear by a person who is not a legal practitioner (all NTCAT proceedings)

Name of non-legal practitioner who will appear: _____

Leave to appear by remote means (please specify how you wish to appear)

- (a) Microsoft Teams (a web based video conferencing system which requires a device with internet, speakers, microphone and camera. This is NTCAT's preferred option.)

Name of person/s appearing via Microsoft Teams: _____

Direct contact number: _____

Email address: _____

(The invitation/link will be sent to this email)

- (b) Telephone

Name of person/s appearing via telephone: _____

Direct contact number: _____

Please specify the occasion or occasions on which you seek to appear by remote means:

Extension of time to comply with NTCAT Orders:

Please specify extension sought, including any extension of other deadlines that may be necessary:

Stay of NTCAT order(s)

Substitute, add or remove a party to a proceeding

Please identify the changes sought regarding the parties:

Other, please specify

WHAT ARE YOUR REASONS FOR SEEKING THE ABOVE ORDER/S?

(Please provide a summary of the facts relating to the ordinary application):

PART C - CONSENT

DOES THE OTHER PARTY/PARTIES AGREE TO THE ORDER(S)?

(Please note that it should not always be assumed that NTCAT will make an order just because the other party agrees)

YES (please note that NTCAT may require evidence of the agreement of the other party/parties)

NO

SIGNATURE

SIGNATURE OF PERSON MAKING APPLICATION:¹ _____

NAME OF PERSON MAKING APPLICATION: _____

DATE: _____

WHAT HAPPENS NEXT?

The ordinary application is considered by the Registrar or an NTCAT member who will either make the order requested or make orders to enable a hearing of the ordinary application (including orders about serving the ordinary application and any evidence relevant to it).

¹ A person signing as representative of a party warrants to NTCAT that he/she has the lawful authority to do so.