INFORMATION SHEET

How to Apply for an Internal Review of a NTCAT Decision

Can I apply for an Internal Review?

Under Section 140 of the *NT Civil and Administrative Tribunal Act 2014*, you can request an internal review of a decision made in NTCAT's original jurisdiction if you believe there has been an error either relating to the facts or the application of the law to your case.

The NTCAT President will review your application and make a preliminary decision about whether you have set out a case showing that there has been an error of fact or law. (This process is called granting leave to proceed.)

Check the Time Limit

You must apply for an internal review within 28 days of receiving the decision. If you miss this deadline, you can apply for an extension, but you must provide valid reasons for your delay.

Complete a Form 1 Initiating Application seeking a Review.

Prepare the Form 1 Application, including:

- Your full name and contact details.
- The NTCAT case number you want reviewed.
- **Your reasons for requesting the review, clearly identifying the error/s of fact and/or law upon which your application is grounded with a brief explanation of why they amount to errors.**
- The outcome you are seeking from the review.

You can lodge your application via:

- Email: By sending it to agd.ntcat@nt.gov.au
- Mail: By sending it to PO Box 41860, Casuarina NT 0810
- In person: Deliver to the NTCAT Registry at Casuarina or Alice Springs

Pay the Fee

You must pay the fee before your Form 1 can be considered by the President. Payment of the fee does not mean that you will be granted leave to proceed.

Await the Tribunal's Response

Once the Tribunal accepts your application, the NTCAT President will review your application and decide if you have provided enough evidence to show that your application should be accepted and proceed to an internal review (granting leave to proceed).

If you are granted leave to proceed:

- NTCAT Registry will advise you of this, and you will receive further orders/directions will be given to you by the Registry at that time.

If you are NOT granted leave to proceed:

- NTCAT Registry will advise you of this, and you will be emailed a copy of the Order made by the President, which will outline the reasons leave wasn't granted.

Further Steps if Not Satisfied

If you are unhappy with the interview review decision, you may have the option to:

- Apply for an external review (e.g., via the Supreme Court of the Northern Territory).
- Seek legal advice about further options.

Additional Tips

- Seek legal advice: If your case is complex, consult a lawyer or legal service
- Keep records: maintain copies of all correspondence and submissions
- Be clear and concise: set out your reasons for review.

Need Help or Have Questions?

If you have any questions or concerns, please don't hesitate to contact NTCAT.

- Phone: 1800 604 622 or (08) 8944 8720
- Email: AGD.ntcat@nt.gov.au
- Website: https://ntcat.nt.gov.au