

## INFORMATION FOR PARTIES

### Applications for Adjournments - Residential Tenancies List

#### Preamble

The purpose of this document is to provide useful information to clients about VCAT's procedures concerning applications for adjournments in the Residential Tenancies List.

#### The Application Process

A party to the proceeding may apply to the Tribunal for an adjournment by completing an *Application for Adjournment* form (attached). Full and accurate details must be provided.

A request for an adjournment must be made to VCAT in writing and sent by post, facsimile or hand delivered. The request must be received at VCAT no later than 4:00 pm 2 business days before the scheduled hearing date. Example: for a hearing scheduled on Friday, the request must be received no later than 4:00 p.m. on Wednesday. The adjournment request will be considered by a Member and a written decision to adjourn or not will be sent to all parties. When adjourning a case, the Tribunal may order that the person seeking the adjournment notify all other parties.

If an application is received later than 2 business days prior to the scheduled hearing date then, unless there are exceptional circumstances such as sudden serious ill health, it is unlikely that the case will be adjourned. Late applications for an adjournment may be considered on the day of the hearing but the parties should be ready to proceed in the event that the adjournment request is refused.

#### Consent to the Adjournment Request by the Other Party

If the party requesting the adjournment obtains the consent of the other party/parties to the hearing being adjourned, the party requesting the adjournment should provide the Tribunal with a *Application for Adjournment* form signed by the other party/parties in the appropriate box. Alternatively, attach to the application form a letter signed by the party/all parties consenting to the adjournment.

#### Evidence to Support the Adjournment Application

If the adjournment is not consented to by the other party/parties, the party requesting the adjournment should, where possible, provide written evidence in support of the request such as a copy of a detailed medical certificate, a medical appointment card, an airline ticket or a travel itinerary.

Please note that adjournments will generally not be granted where the party or agent seeking the adjournment is an organisation and another person is able to represent the party and give evidence.

#### Lodging the Application

A form of adjournment request is attached to this information sheet. The *Application for Adjournment* form should be completed in full, and then posted, faxed or hand delivered to the Principal Registrar. The postal address is:

Principal Registrar  
Residential Tenancies List  
Victorian Civil and Administrative Tribunal  
GPO Box 5408CC (55 King Street)  
MELBOURNE VIC 3001

The Tribunal's fax number is (03) 9628 9822

**APPLICATION FOR ADJOURNMENT  
RESIDENTIAL TENANCIES LIST**

To: The Principal Registrar  
Residential Tenancies List  
Victorian Civil and Administrative Tribunal  
GPO Box 5408CC (55 King Street)  
MELBOURNE VIC 3001

Facsimile Number (03) 9628 9822

Please note: If you have faxed the *Application for Adjournment* form, **do not** post the original through the mail.

This form is not to be used for applications for 3 month adjournments.

<b>Request By</b>	Name: _____
	Address: _____
	Phone: (B) _____ (H) _____

<b>Case Details</b>	
The Tribunal's reference number is	R200 ____/____
When is the hearing scheduled?	Date ____/____/200__ Time _____ am/pm
The name/s of the applicant is/are	_____
The name/s of the respondent is/are	_____
The rented premises address is	_____
	_____ Post Code _____

**Adjournment Application Details**

I request that the Tribunal adjourn the above matter:

To any date

To a date not earlier than \_\_\_\_ / \_\_\_\_ /200\_\_

**Reason for Application**

My reason for applying for an adjournment is because:

\_\_\_\_\_

**Written Evidence to Support the Adjournment Request**

My adjournment request is supported by a:

\_\_\_\_\_

\* Attach any additional written material to support your application.

**Consent of the Other Party**

The consent of the other party has not been obtained.

The other party consented verbally to the adjournment on \_\_\_\_ / \_\_\_\_ /200\_\_ . It was not practicable to get the other party to sign this form because \_\_\_\_\_ (insert reason).

The other party has given consent in writing. Refer to the box below or the attached letter.

**Consent to the Adjournment Request**

I consent to the above matter being adjourned.

Signed \_\_\_\_\_ Name (please print) \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ /200\_\_

\_\_\_\_\_  
Signed by the person requesting the adjournment      Name (please print)      \_\_\_\_\_ / \_\_\_\_ /200\_\_  
Date