

# FILE AND DOCUMENT ACCESS REQUEST FORM

## FILE ACCESS TO A VCAT CASE

You can request to see a file about most VCAT cases. These files may contain the original application, VCAT orders, and documents and correspondences between parties and VCAT.

Parties to a case are not charged, but for everyone else, there is a fee to inspect a file. See [vcat.vic.gov.au/fileinspectionfees](http://vcat.vic.gov.au/fileinspectionfees).

Some case files are not available for access because:

- they relate to *Freedom of Information Act 1982*
- there may be an order under section 146 of the *Victorian Civil and Administrative Tribunal Act 1998* restricting access or there may be a suppression (non-publication) order
- we no longer keep the information after five years.

Also, a VCAT member must approve file requests about guardianship and administration, powers of attorney, medical treatment, or an advance care directive.

## YOUR DETAILS

### 1. Details of person requesting access to file and document

Title  Given names  Last name

Organisation (if applicable)

Street number and name

Suburb  State  Postcode

Contact number

Email address

### 2. Are you a party to the VCAT case?

- Yes
- No. You must pay a fee. Find out more at [vcat.vic.gov.au/fileinspectionfees](http://vcat.vic.gov.au/fileinspectionfees).

## DETAILS ABOUT THE VCAT FILE

3. VCAT file reference number

4. Name/s of applicants

5. Name/s of respondents

6. Name of represented person (if applicable)

7. Site address (if the case is about land; eg. a planning, building or land valuation dispute)

Street number and name

Suburb  State  Postcode

**8. Select the jurisdiction or List the file and/or document is made under:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Building and Property    | <input type="checkbox"/> Civil Claims          | <input type="checkbox"/> Guardianship          |
| <input type="checkbox"/> Human Rights             | <input type="checkbox"/> Legal Practice        | <input type="checkbox"/> Owners Corporations   |
| <input type="checkbox"/> Planning and Environment | <input type="checkbox"/> Residential Tenancies | <input type="checkbox"/> Review and Regulation |

For the relevant List's contact details and how to submit this form, please see page 3.

**FEES**

There may be a fee charged, find out more at [vcat.vic.gov.au/fileinspectionfees](http://vcat.vic.gov.au/fileinspectionfees).

**GUIDELINES**

VCAT requires at least 24 hours notice to prepare the file or subpoenaed documents for inspection. If the file needs to be retrieved from our archives, we need at least two additional business days before you can inspect it.

You must access the file from our Melbourne CBD location. A staff member of VCAT will contact you to confirm arrangements. If you have not been contacted, you may call the relevant List to make further enquiries. Do not come to VCAT until your scheduled inspection date.

**Access times & CCTV surveillance**

For document security, there is constant CCTV surveillance in and around our file inspection area.

You can access files or subpoenaed documents for matters in the Human Rights List and Guardianship List from Monday to Friday between 9.30 am and 4 pm at the William Cooper Justice Centre, Level 5, 223 William Street, Melbourne.

All other files or subpoenaed documents can be viewed, from Monday to Friday between 9.30 am and 4 pm, in VCAT's file inspection room on the Ground Floor, near the Customer Service Counter.

**Reason for seeking access**

Some proceeding files and subpoenaed documents at VCAT require authorisation before they can be released. It is important to complete this part of the form and clearly explain your reasons for seeking access to the file.

## FEE PAYMENT

Complete this section if you are not a party to a VCAT case.

If you would instead like to pay by EFTPOS, cash, money order or bank cheque, see [vcat.vic.gov.au/fees](http://vcat.vic.gov.au/fees).

Choose the fee level:  Standard  Corporate  Concession

Fee amount charged \$

### CARD DETAILS

Cards accepted:  VISA  MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy):  /

## SUBMITTING THIS REQUEST

If you have supplied your credit card details, send your completed form to us by post or in person.

If you have not provided your credit card details on this form, you can send your completed form to us by email, by post or in person.

To protect yourself, do not send credit card details over email.

### By post

Send this form to:  
Victorian Civil and Administrative Tribunal  
GPO Box 5408  
Melbourne VIC 3001

### In person

Deliver this form to:  
Victorian Civil and Administrative Tribunal  
55 King Street  
Melbourne VIC 3000

### By email

Email your completed form to the area in VCAT that is dealing with your case.

#### Building and Construction

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)

#### Renting a Home

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)

#### Mental Health

Email: [humanrights@vcat.vic.gov.au](mailto:humanrights@vcat.vic.gov.au)

#### Guardianship and Administration

Email: [humanrights@vcat.vic.gov.au](mailto:humanrights@vcat.vic.gov.au)

#### Co-owned Land and Goods

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)

#### Retail and Commercial Leases

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)

#### Owners Corporations

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)

#### Health and Privacy

Email: [humanrights@vcat.vic.gov.au](mailto:humanrights@vcat.vic.gov.au)

#### Disability Act

Email: [humanrights@vcat.vic.gov.au](mailto:humanrights@vcat.vic.gov.au)

#### Review and Regulation

Email: [admin@vcat.vic.gov.au](mailto:admin@vcat.vic.gov.au)

#### Planning and Environment

Email: [admin@vcat.vic.gov.au](mailto:admin@vcat.vic.gov.au)

#### Land Valuation

Email: [admin@vcat.vic.gov.au](mailto:admin@vcat.vic.gov.au)

#### Equal Opportunity

Email: [humanrights@vcat.vic.gov.au](mailto:humanrights@vcat.vic.gov.au)

#### Unreasonable Flow of Water Between Properties

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)

#### Powers of Attorney

Email: [humanrights@vcat.vic.gov.au](mailto:humanrights@vcat.vic.gov.au)

#### Legal Practice

Email: [admin@vcat.vic.gov.au](mailto:admin@vcat.vic.gov.au)

#### Goods and Services

Email: [civil@vcat.vic.gov.au](mailto:civil@vcat.vic.gov.au)