

STATEMENT OF GROUNDS BY A RESPONDENT – ENFORCEMENT

Use this form to set out your position if you are a respondent to an application for an enforcement order at VCAT and you are objecting to the making of the enforcement order. Do not use this form if you are an affected person who wants to be heard in an application for enforcement order.

CASE DETAILS

Date that statement of grounds must be received by VCAT This is on the notice you received.	
VCAT reference number	
Site address	

HELP WITH YOUR STATEMENT OF GROUNDS

If you have any questions about completing this form, contact our Customer Service team:

- email admin@vcat.vic.gov.au
- call 1300 01 8228 (1300 01 VCAT) between 9am and 4.30pm Monday to Friday
- go to the Victorian Civil and Administrative Tribunal, Ground Floor, 55 King Street, Melbourne VIC 3000. We are open Monday to Friday from 8.30am to 4.30pm

WHO IS MAKING THIS STATEMENT OF GROUNDS?

1. Full name of the person, company, authority or other making this statement of grounds.

2. Are you?

- A person against whom the enforcement order is sought
- The owner of the land which is the subject of the application for enforcement order
- The occupier of the land which is the subject of the application for enforcement order
- The responsible authority

3. Do you wish to be identified as a person of Aboriginal and/or Torres Strait Islander descent?

- Yes No

4. What is your address?

This will be the address VCAT uses to correspond with you. It must be an address in Victoria. If you have a representative, we will send all our notices to your representative's address instead.

Street address

Suburb/Town State Postcode

Phone number

Email

5. Is someone representing you?

Yes No – skip to Question 7

6. Details of your representative:

Organisation name (if applicable)

Full name of representative

Street address

Suburb State Postcode

Phone number

Email

WHAT GROUNDS DO YOU RELY UPON?

7. State your position on the application for enforcement order. If more than one respondent is completing this form, clearly state the position of each respondent.

YOUR PARTICIPATION IN HEARINGS

8. How much time will you need to present your entire case at a hearing?

Estimate the time you need to present, including time needed by any expert witnesses you will call.

hours minutes

9. How many witnesses will you call to give evidence about factual matters (lay witnesses)?

10. How many witnesses will you call to give expert evidence and what is their area of expertise?

HEARING ASSISTANCE

We offer a range of support services for people with disability, language difficulties and to help with accessibility. Let us know of your needs so we can make arrangements for the hearing.

11. Does anyone mentioned in this application need special assistance at the hearing?

Help accessing the venue (e.g. wheelchair access)

Interpreter required

Language:

Assisted communication (e.g. assistive listening device or hearing loop)

Attend the hearing by phone or video link

Other

Provide more detail about who needs the forms of assistance you have indicated and why.

CERTIFICATION

12. You must send a copy of your statement of grounds to the applicant and to the responsible authority (council) if they are not the applicant, by the date that appears in the order you received from VCAT.

I certify that I have served a copy of this statement of grounds.

Date served on applicant (DD/MM/YYYY):

Date served on responsible authority (DD/MM/YYYY):

ACKNOWLEDGEMENT

13. By completing this statement of grounds, I understand and acknowledge that:

- To the best of my knowledge, all information provided in this application is true and correct.
- It is an offence under section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* to knowingly give false or misleading information to VCAT.

Full name of person completing this form:

Date of acknowledgement (DD/MM/YYYY):

SUBMITTING THIS APPLICATION

By email

Email admin@vcat.vic.gov.au

By post

Send to:

The Registrar
Planning and Environment Division
Victorian Civil and Administrative Tribunal
GPO Box 5408 Melbourne VIC 3001

In person

Go to:

Victorian Civil and Administrative Tribunal
Ground Floor, 55 King Street, Melbourne VIC 3000
Office hours: 8.30am to 4.30pm Monday to Friday (except public holidays)

WHAT HAPPENS NEXT

VCAT will process your statement of grounds.

If your statement of grounds was submitted after the closing date, VCAT will provide you with details about the case.

PRIVACY INFORMATION

For a copy of VCAT's privacy statement, go to www.vcat.vic.gov.au/privacy.