

APPLICATION FOR FEE RELIEF

Use this form if you want us to reduce or not charge (waive) fees for VCAT services relating to your case.

Some people are entitled to a full fee waiver if they file certain supporting documentation. You can also apply for fee relief if you can demonstrate that paying the fee would cause you financial hardship.

You only need to apply once. Our decision applies to all VCAT fees you are asked to pay in your current case.

If your application is not approved, you will need to pay the fee.

If there is more than one applicant seeking a fee waiver or reduction, each applicant **must** fill out a separate financial hardship form for your fee waiver application to be assessed.

YOUR CONTACT AND CASE DETAILS

VCAT reference number (if known)	
Family name	Given names
Address	
	Postcode
Telephone/Mobile	Email

FULL FEE WAIVER IN CERTAIN CIRCUMSTANCES

You are entitled to a full fee waiver if you:

- are represented by Victoria Legal Aid or a community legal centre** – you must provide a letter from the organisation representing you
- are in a prison or other public institution** – you must provide evidence of your status such as your Criminal Record Number
- are under 18 years of age** – you must provide a copy of your birth certificate, passport, learner’s permit or other proof of age
- are a protected person or an affected family member** who is the applicant in a residential tenancies case arising from family violence

If any of the above statements apply to you, please tick the relevant box, sign the certification on the bottom of the following page and submit this form with your documents.

You **do not** have to complete the ‘Apply due to financial hardship’ section below.

If none apply, go to the next section.

APPLY DUE TO FINANCIAL HARDSHIP

You can apply for fee relief if paying the fee would cause you **financial hardship**.

If we agree, we may waive the fee in full or reduce the amount you have to pay.

You will need to give us details and we may ask for documents that support your claims.

Please turn over page and fill in the details we need to assess your application for fee relief.

Apply due to financial hardship (continued)

Tell us how paying VCAT fees will cause you financial hardship:

FINANCIAL DETAILS

Dependants	How many people rely on you for financial support?	
Fortnightly income How much do you receive after tax every two weeks (fortnightly)?	Pay after tax	\$
	Pension	\$
	What financial support do you receive for your dependants and how often - for example, from a former or current partner?	\$
	Other income – for example, workers compensation, interest, superannuation income, rent or board paid to you	\$
	Total income	\$
Fortnightly expenses How much is your cost of living every two weeks (fortnightly)?	Rent or board	\$
	Mortgage repayments	\$
	Credit card and other loan repayments	\$
	Utilities – water, gas, electricity, telephone, internet and data	\$
	Food	\$
	Travel and motor vehicle costs	\$
	Other expenses – for example, health care, child care, insurance	\$
	Total expenses	\$
Assets Assets are things that you own or partly own	House and land – market value	\$
	Car or other motor vehicle – market value	\$
	Other assets – for example, money owed to you, shares, trust funds	\$
	Total assets	\$
Bank account details	Current bank or credit union balances (total for all accounts)	\$
	Total balances	\$
Debts	Amount owing on your mortgage	\$
	Amount owing on other loans	\$
	Total amount owing on credit cards	\$
	Other debts – for example, amount owed to businesses or individuals. Tell us about each debt. Attach information about each debt.	\$
	Total debts	\$
Credit card limit	Total limit on credit card	\$

CERTIFICATION

I certify that:

- I am the person making this application
- the facts are true to the best of my knowledge, information and belief
- I am aware that it is an offence under section 136 of the Victorian Civil and Administrative Tribunal Act 1998 to provide false or misleading information relating to this application and I am aware that the maximum penalty is 6 months imprisonment or a fine of 60 penalty units. You can find more about penalty units on the Department of Treasury and Finance website www.dtf.vic.gov.au.

Signature: _____

Date:

dd	/	mm	/	yyyy
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WHERE TO SEND YOUR COMPLETED FORM

You can send your completed form to us by email, post or in person.

By email

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

Residential Tenancies Division

For cases about:

- Renting a Home

Email: renting@vcat.vic.gov.au

Human Rights Division

For cases about:

- Disability Act
- Equal Opportunity
- Guardianship and Administration
- Health and Privacy
- Mental Health
- Powers of Attorney

Email: humanrights@vcat.vic.gov.au

Planning and Environment Division

For cases about:

- Planning and Environment
- Land Valuation

Email: admin@vcat.vic.gov.au

By post

VCAT
GPO Box 5408
Melbourne VIC 3001

In person

55 King Street
Melbourne VIC 3000

Civil Division

For cases about:

- Building and Construction
- Co-owned Land and Goods
- Goods and Services
- Owners Corporations
- Retail and Commercial Leases
- Unreasonable Flow of Water between Properties

Email: civil@vcat.vic.gov.au

Administrative Division

For cases about:

- Legal Practice
- Review and Regulation

Email: admin@vcat.vic.gov.au