



# Request for transcript

Transcripts are available for certain proceedings in NCAT's Administrative & Equal Opportunity Division, Occupational Division or Appeal Panel. A transcript is only available where:

- A transcript has already been prepared at the request of a member
- Part of the proceedings were heard in confidential session and therefore no sound recording is available. A transcript of the public part of the hearing can be ordered.

Only parties to the proceedings or their representatives may request a transcript. A minimum deposit is payable on the lodgement of this request. You will be advised of the balance payable when the transcript is ready for collection.

## 1. PERSON MAKING THE REQUEST

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**Who are you**       Applicant/Appellant     Respondent     Other (*please specify*)

**Name**

**Daytime phone**

**Mobile**

**Address**

## 2. HEARING DETAILS

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Select Division in which proceedings were heard:

Administrative & Equal Opportunity     Occupational     Appeal Panel

**Parties' Names**

**NCAT File Number**

**Member Name**

**Hearing Date**

## 3. PAYMENT AND DELIVERY METHOD

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The minimum deposit is calculated by Registry and is based on the hearing length. The deposit can be made by cheque or money order made payable to 'NSW Civil and Administrative Tribunal'. Cash, credit card and EFTPOS payments can be made in person at any NCAT Registry.

**Deposit paid**      \$

**Transcript fees:**    Less than 3 months old: Deposit of **\$140.00**/hour (min **\$110.00** for 8 pages, then **\$13.00**/page)  
More than 3 months old: Deposit of **\$166.00**/hour (min **\$134.00** for 8 pages, then **\$15.00**/page)

**Delivery method**     Post     Email     Collect in person

### ADDRESS FOR POSTAL OR EMAIL DELIVERY

**Name**

**Postal address**

**Email**

## 4. SIGNATURE AND UNDERTAKING

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I undertake to pay the balance of the cost of the transcript when advised that it is ready for delivery or collection.

**Name**

**Signature**

**Date**

### OFFICE USE ONLY

Sent to: Applicant/Appellant      Respondent

## REGISTRY DETAILS

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### NCAT Administrative & Equal Opportunity and Occupational Divisions

Postal address: PO Box K1026, Haymarket NSW 1240

Street address: Level 10 John Maddison Tower, 86-90 Goulburn Street, Sydney NSW 2000

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