



Request for Stay Order

Subsection 32(2) of the *Administrative Review Tribunal Act 2024* provides that a party may request that the Tribunal make an order staying or otherwise affecting the operation of implementation of the decision to which the proceeding relates.

The person described in section 1 is a party to the proceeding and requests an order staying or otherwise affecting the operation or implementation of the decision described in section 2.

SECTION 1 APPLICANT MAKING THE REQUEST

Name	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:		
	Family name:		
	Given name(s):		
Organisation name If applicable			
Address			
		State:	Postcode:
Telephone	Landline: ()	Mobile:	
Fax	()		
Email			
Representative If you have a representative, please fill in these details.	Name:		
	Organisation:		
	Postal address:		
		State:	Postcode:
Telephone	Landline: ()	Mobile:	
Fax	()		
Email			

SECTION 2 PROCEEDING

Tribunal File Number If known	
Names of the parties to the proceeding	

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Briefly describe the decision

SECTION 3 ORDER SOUGHT AND GROUNDS FOR REQUEST

Describe the order you want

State the grounds for the request

SIGNATURE

Signature

Date

dd / mm / yyyy

PRIVACY AND PERSONAL INFORMATION

We collect information about you from you and others to process and consider your application under the *Administrative Review Tribunal Act 2024* or the law under which the decision was made.

In making an application for a stay of implementation of the decision under review, you consent to the collection of personal information about you from the organisation or person who made the decision, another party to the review and any other person or body that may be affected by the decision, where collecting the information is reasonably necessary for the Tribunal to decide whether or not to grant the stay.

We will give a copy of your application form to the organisation or person who made the decision and give notice of your application to any other party or person or body whose interests may be affected by a stay of the decision.

We may give a copy of any relevant document given to us by you for the purpose of the stay application to any other party, if it is reasonably necessary to enable them to make submissions about the application.

If the Tribunal grants the stay, the information we collect may also be used for the purpose of the review, if it is reasonably necessary to do so, or to improve our services.

Information available to the public

Limited information about cases before the Tribunal can be accessed using *eCase Search* on our website and may be made available to the public on request, unless a law or Tribunal order requires the information to be kept confidential. This information includes the names of the parties and any representatives, the type of application, dates of case events, a list of key documents lodged by the parties and the outcome of the application.

Where an application requires a Tribunal hearing, the hearing may be open to the public. The Tribunal may, on request, give the public access to evidence (exhibits) given to it for a hearing.

If the Tribunal makes a written decision with a statement of reasons, it will usually be made public and published on the internet, including on the AustLII website (www.austlii.edu.au). For more information about the decisions we publish, see our *Publication of Decisions Policy* on our website.

Orders and laws restricting publication or disclosure

The Tribunal may make orders restricting disclosure or publication of information about you or others or evidence in a review, if it considers an order is appropriate in the circumstances. You can apply for an order by writing to us stating what information you want kept confidential and why.

In some cases, a law or the Tribunal's Practice Directions require that certain information be kept confidential. This includes information about certain Intelligence and Security proceedings, the identity of parties in certain Taxation proceedings and the identity of children in National Disability Insurance Scheme cases.

For more information, including how you can access information we hold about you and how to make privacy complaints, see our Privacy Policy on our website www.art.gov.au, or call us on 1800 228 333.

HOW DO I SUBMIT THIS FORM?

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

Email: reviews@art.gov.au

Post: Administrative Review Tribunal, GPO Box 9955, Your capital city (*Northern Territory residents should write to Adelaide*)

or Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry, Kingston, Norfolk Island 2899

In person:

ADELAIDE Level 2 1 King William St ADELAIDE SA 5000	BRISBANE Level 6 295 Ann St BRISBANE QLD 4000	CANBERRA Level 8 14 Moore St CANBERRA CITY ACT 2600	HOBART Edward Braddon Building Commonwealth Law Courts 39–41 Davey St HOBART TAS 7000
MELBOURNE Level 4 15 William St MELBOURNE VIC 3000	NORFOLK ISLAND Supreme Court of Norfolk Island KINGSTON Norfolk Island 2899 TEL +61 2 9391 2400	PERTH Level 13 111 St Georges Terrace PERTH WA 6000	SYDNEY Level 6 83 Clarence St SYDNEY NSW 2000

If you want more information or assistance, call us on 1800 228 333 (calls are free from landline phones, however calls from mobiles may be charged).

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the Administrative Review Tribunal.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit: www.accesshub.gov.au.

Website: www.art.gov.au