

Application for Extension of Time for Making an Application for Review of Decision

Section 19 of the *Administrative Review Tribunal Act 2024* provides that a person may apply to the Tribunal to extend the time for making an application for a review of a decision.

The person described in section 1 applies to extend the time for making an application for a review of the decision described in section 2.

SECTION 1 APPLICANT

Name of applicant making the request to be made a party Mr Mrs Ms Miss Other:
 Family name:

(Full name) Given name(s):

Organisation name
 If applicable

Street Address
 State: Postcode:

Postal address
 State: Postcode:

Telephone (Landline) () Mobile:

Fax ()

Email

Preferred method for receiving correspondence Email Fax Post
 Please select one

Representative Name:
 If you have a representative, please fill in these details. Organisation:

Postal address:
 State: Postcode:

Tel: () Mobile:

Fax: ()

Email:

Preferred method for receiving correspondence Email Fax Post
 Please select one

SECTION 2 DECISION

Date you received the decision you want reviewed

Are you sending us a copy of this decision?

Yes

Go to section 3

No

Complete all of section 2, then go to section 3

Write a brief description of the decision

Name

Postal address

State:

Postcode:

Date the decision was made

Decision reference

SECTION 3 DATE OF EXTENSION

To what date are you seeking the extension?

SECTION 4 REASONS FOR THE APPLICATION

Outline your reasons for applying for an extension of time to make your application for review of the decision

SIGNATURE

Signature

Date

PRIVACY AND YOUR 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 an extension of the time to apply for a review, you consent to the collection of personal information about you from the organisation or person who made the decision 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 extension of time.

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 person or body whose interests may be affected by an extension of the time period.

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

If the Tribunal grants the extension of time, 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 submit this form online, in person at your local registry, or by email or post.

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	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).

If you do not speak English, 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