

Request for Order to Shorten Time for Lodging Documents

Section 28(3) of the *Administrative Review Tribunal Act 2024* provides that a party may request that the Tribunal make an order shortening the time for lodging the documents required under section 23 if it appears to the Tribunal that the person could suffer hardship.

The person described in section 1 requests an order directing the decision-maker to lodge the required documents within a period of less than 28 days after receiving notice of the application described in section 2.

SECTION 1 APPLICANT MAKING THE REQUEST

Name

Mr Mrs Ms Miss 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

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SECTION 2 PROCEEDING

Tribunal File Number
If known

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Names of the parties to the application

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Briefly describe the decision

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SECTION 3 REASONS FOR THE REQUEST

Outline the hardship you would or might suffer if the time to lodge the documents is not shortened

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SIGNATURE

Signature

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Date

dd / mm / yyyy

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PRIVACY AND YOUR PERSONAL INFORMATION

We collect personal information from you and others to process your application, including any interlocutory application, and carry out the review under the Administrative Review Tribunal Act 2024 or the law under which the decision was made.

In making an application, you consented to the collection of personal information about you from the respondent to the application, any other party, or a relevant person or body, where collecting the information is reasonably necessary to decide the application or carry out the review.

We will give a copy of your application form to the organisation or person who made the decision and any other party to the review. We may also inform a person whose interests are affected by the decision about your application. If your application is a security or intelligence application, the person who made the decision may give notice of your application to other relevant bodies.

The information we collect may also be used for the purpose of another review or application involving you, 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 a review requires a Tribunal hearing, the hearing will usually be open to the public. The Tribunal may, on request, give members of the public access to evidence (exhibits) given to the Tribunal 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](#). 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 or that hearings be held in private. 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](#) or call us on 1800 228 333.

HOW DO I SUBMIT THIS FORM?

You can send us your form by email, post, or deliver it to a registry.

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