



# Adjournment request

## CONSUMER AND COMMERCIAL DIVISION

Complete this form to request an adjournment in the Consumer and Commercial Division of NCAT. This means you are asking NCAT to change the hearing date. Hearings will go ahead on the date scheduled by NCAT unless there is a good reason to change the date.

- Read the [NCAT Guideline 3 – Adjournments \[PDF 192KB\]](#) before completing this form.
- You must send this request to the other party or parties before making the request for an adjournment and ask if they have a view about it.
- Make your request as early as possible.
- A Tribunal Member will decide whether the hearing date should be changed.
- If your request is received less than a week before the hearing date the Tribunal may decide the request at the hearing and the parties must attend.
- NCAT will advise you if the request is granted. If the request is not granted the hearing will go ahead as planned even if the parties have agreed to change the date.

## 1. CASE DETAILS

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**NCAT File Number**

**Hearing Date**

**Hearing Venue**

## 2. PERSON MAKING THE REQUEST

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Only a party to the proceedings or their representative can request an adjournment.

**Are you the** ☐ Applicant ☐ Respondent ☐ Representative (*specify which party*)

**Full name**

**Contact details** Telephone

Email\*

\* By providing an email address you are agreeing that any NCAT notices, orders and correspondence can be emailed to you. Ensure the email address provided is accurate and the account is checked regularly.

## 3. GROUNDS FOR THE REQUEST

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Explain your grounds (reasons) for requesting an adjournment. Provide as much information as possible and attach any relevant documents to support your explanation. This request and supporting documents should also be sent to the other party.

#### 4. HOW THE ADJOURNMENT REQUEST WILL BE CONSIDERED

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The Tribunal may make a decision about this request based on the documents provided if satisfied that the issues for determination can be adequately dealt with without a hearing. This is called 'hearing on the papers'. Alternatively, the Tribunal may choose to list the adjournment request for an in person or telephone hearing.

**A. DO YOU AGREE THAT THE ADJOURNMENT REQUEST CAN BE ADEQUATELY DEALT WITH WITHOUT A HEARING?**

☐ Yes ☐ No Provide details

#### 5. SIGNATURE OF PERSON REQUESTING THE ADJOURNMENT

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Name

Signature

Date

#### 6. VIEW OF THE OTHER PARTY OR PARTIES

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**A. DO YOU AGREE TO THE ADJOURNMENT REQUEST?**

If there is more than one other party attach additional pages with their views and signature.

☐ Yes ☐ No Provide your reasons

**B. DO YOU AGREE THAT THE ADJOURNMENT REQUEST CAN BE ADEQUATELY DEALT WITH WITHOUT A HEARING?**

☐ Yes ☐ No Provide your reasons

#### 7. SIGNATURE OF THE OTHER PARTY OR PARTIES

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Name

Signature

Date

Lodge your adjournment request as a secondary form on your case using the [NSW Online Registry](#). You can also lodge the form by post or in person at any [NCAT Registry office](#).

#### OFFICE USE ONLY

Application for adjournment is granted / refused / listed for \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

Reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_