



Request for sound recording or transcript

FOR CONSUMER AND COMMERCIAL DIVISION PROCEEDINGS

Send or lodge your completed form with a money order/cheque to your local NCAT Consumer and Commercial Division Registry.

Hearing details		
NCAT File Number:		
Parties' names:		
Please complete hearing details for sound recording/transcript		
Date of hearing:	Hearing venue:	Time and duration of hearing:

Request type	
What are you requesting:	<input type="checkbox"/> Sound recording (<i>turnaround approx. 10 working days</i>) <input type="checkbox"/> Transcript (<i>turnaround approx 3 weeks</i>)
Preferred method of delivery:	<input type="checkbox"/> Post <input type="checkbox"/> Collect in person
Costs:	
Sound recording (80 mins per CD)	\$24.00 per CD
Transcript	\$300.00 per hearing hour (\$2000 initial deposit must be paid)

Details of person making the request (your details)		
Full name:		
Address:		
		Postcode
Who are you:	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input type="checkbox"/> Other _____	
Email address:		
Contact number:	(H):	(W):
		(Mob):

I understand that I will be liable for any balance owing prior to the delivery of the sound recording and/or the transcript.

/ /

Name _____ Signature _____ Date _____

Office use only:	
Date received:	Tribunal Member:
Date processed:	Counter reading start/finish time:
Deposit paid: <input type="checkbox"/> Receipt no: _____	
Total cost:	
Less deposit:	
Balance / refund owing:	
Date returned:	Registry Officer: