



# Reply to Appeal

## NCAT INTERNAL APPEAL PANEL

Complete this form to reply to a Notice of Appeal lodged with the NCAT Internal Appeal Panel. Before completing the Reply to Appeal form read [NCAT Guideline 1 – Internal Appeals](#).

- A respondent must lodge an original and two copies of the Reply to Appeal with the NCAT Registry within 14 days from the day on which the respondent was notified of the appeal (unless another time has been directed by the Tribunal).
- A respondent who has lodged a reply must serve a copy of the reply on each appellant before, at the same time as, or as soon as practicable after lodging the reply.

*Office use only*

## 1. DETAILS OF APPEAL

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**Appeal Panel File Number**

**1<sup>ST</sup> Appellant Name**

**1<sup>ST</sup> Respondent Name**

## 2. RESPONDENT

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Provide details of the respondent to the Notice of Appeal. For multiple respondents, attach details on a separate sheet. If a company include Australian Company Number (ACN).

**Full name:**

**Postal address:**

**Contact details:** Daytime telephone

Mobile

**Email address:**

- \* 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.

**Tick if you have a representative and want them to receive correspondence on your behalf**

*Note: You may have to ask for the Tribunal's permission to have a representative.*

### REPRESENTATIVE DETAILS (IF APPLICABLE)

**Full name:**

**Name of firm or organisation:**

**Postal address:**

**Contact details:** Daytime telephone

Mobile

**Email address:**

- \* 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. REPLY TO GROUNDS FOR APPEAL

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Refer to Q.5 GROUNDS FOR APPEAL sections A and B in the Notice of Appeal.

#### A. ORDERS CHALLENGED ON APPEAL

Do you support the original orders made by the Tribunal which the Appellant challenges for reasons other than those given by the Tribunal?  Yes  No

If 'yes', state the orders supported and other reasons not given by the Tribunal which you say support the original orders. *Use a separate sheet if needed* **Note:** If you disagree with the original orders of the Tribunal and want them changed you may need to lodge your own appeal.

#### B. REPLY TO APPELLANT'S GROUNDS OF APPEAL

The respondent replies to the grounds identified in the Notice of Appeal as follows. *List short reply to each ground of appeal. Use a separate sheet if needed.*

### 4. REPLY TO LEAVE TO APPEAL

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Refer to Q.6 LEAVE FOR APPEAL in the Notice of Appeal.

Do you say the Appellant requires leave to appeal?  Yes  No

If yes, do you oppose leave being granted?  Yes  No

If 'yes', explain why leave should not be granted. *Use a separate sheet if needed.*

## 5. REPLY TO EXTENSION OF TIME

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Refer to Q.7 EXTENSION OF TIME in the Notice of Appeal.

- The respondent accepts that the appeal was lodged within time OR
- The respondent does not accept that the appeal was lodged within time but does not object to the Tribunal extending the time for lodging the appeal OR
- The respondent does not accept that the appeal was lodged within time and objects to the Tribunal extending the time for the lodging of the appeal on the following grounds. *Use a separate sheet if needed.*

## 6. HEARING

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### A. SPECIAL NEEDS

Indicate whether you have any special needs such as a hearing loop or wheelchair access:

### B. INTERPRETER

Do you require an interpreter for the hearing?  Yes  No

If yes, specify language and dialect:

## 7. REPLY TO APPEAL CHECKLIST

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- All relevant documents are attached**  
Attach all documents you are relying upon in support of your Reply to Appeal. Keep a copy of your Reply to Appeal and any attached information for your own records. **Note:** You should not include any confidential information you do not want disclosed to the other party. The person completing the documents is responsible for their content.
- Multiple copies of this Reply to Appeal and attachments have been made**  
You must prepare multiple copies of the Reply to Appeal and its attachments. The original and two copies must be lodged with the Tribunal and one copy must be sent by you to each Appellant before, at the same time, or as soon as practicable after lodging the Reply to Appeal.

## 8. SIGNATURE

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Respondent's signature or signature of legal representative

Name

Signature

Date

### Lodge your Reply to Appeal at your nearest NCAT Registry

Post to NCAT Appeals Unit, PO Box K1026 Haymarket NSW 1240. For NCAT Registry locations refer to information on your Tribunal orders or NCAT correspondence. For all NCAT enquires telephone 1300 006 228 or visit [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au).