# NCAT
## NSW Civil & Administrative Tribunal

# Application for summons to be issued

**Before completing this form, refer to NCAT's Procedural Direction on Summons for detailed information about requesting a summon, available on the NCAT website www.ncat.nsw.gov.au.**

## CASE DETAILS

**Division**  ☐ Administrative and Equal Opportunity Division  ☐ Consumer and Commercial Division
☐ Guardianship Division  ☐ Occupational Division  ☐ Appeal Panel

**NCAT File Number**

## PARTY NAMES

**Applicant**

**Respondent**

**Other:**

## PARTY APPLYING TO ISSUE THE SUMMONS

**Issued at request of**  ☐ Applicant  ☐ Respondent  ☐ Other (please specify)

**Name**

**Address**

**Contact details**  Home  Work  Mobile

## PERSON TO BE SUMMONSED

**Name**

**Address**

## REASONS FOR THE REQUEST

Identify the issue in dispute that the evidence or documents is relevant to and explain how the evidence or documents relate to that issue.

# DECLARATION

**I declare that:**

1. ☐ **(a)** I have asked this person whether he/she is prepared to attend the hearing to give evidence or to produce documents voluntarily and he/she has refused

   **OR**

   ☐ **(b)** I believe that this person is unlikely to attend to give evidence or to produce documents without a summons being issued.

2. I undertake that at the time of service, or at some reasonable time before the person to whom the summons is addressed is required to comply, allowance and travelling expenses sufficient to meet the person's reasonable expenses of complying with the summons will be paid or tendered to the person.

3. A summons form has been completed and is attached to this application for NCAT's consideration.

4. I understand that the separate 'Summons' form must be completed and a separate fee must be paid for each summons to be issued. Refer to the fees and charges schedule available on www.ncat.nsw.gov.au.

**Date**                              **Signature**


## ORDERS (OFFICE USE ONLY)

The issue of the summons is:          ☐ Approved          ☐ Refused          ☐ Fee paid

The summons is to be served on or before: [                    ]

Any conditions:

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**Member/Registrar**  [                    ]          **Date**  [                    ]
Signature