



# ADMINISTRATIVE APPEALS TRIBUNAL OR SMALL TAXATION CLAIMS TRIBUNAL

## APPLICATION FOR REVIEW OF DECISION

This form can be used to lodge an application to the Commonwealth Administrative Appeals Tribunal (AAT) or to the Small Taxation Claims Tribunal (STCT). Please read the attached information sheet before filling out this form.

**APPLICANT**

Title: Mr  Ms  Mrs  Miss  Other .....

Full name

First name: Last name:

Gender

Male  Female

Date of birth

Telephone (business)

Telephone (home)

Your address

Your representative's name, address and telephone number (if you have one)

(If you have a representative, please put their name (with firm or company name, if any), address and telephone number in this box.)

Interpreter

Do you require the assistance of an Interpreter? Yes  No

If yes, for which language?

Disability

If you have a disability and need assistance, please indicate whether:

Visual  Hearing  Wheelchair user

Other, please specify .....

**DECISION**

You do not have to answer this question if you can attach a copy of the decision. If you don't have a copy, please describe the decision briefly:

Date the decision was made

Decision reference

Please refer to the attached Information for Applicants sheet

Date you received notice of the decision

Who made the decision, if known:

Department or other body:  
  
Address:

**REASONS FOR APPLICATION**

What are your reasons for seeking review of this decision? Please read the Information for Applicants sheet.

**SMALL TAXATION CLAIMS TRIBUNAL (STCT) MATTERS**

(only answer this question if you want a tax decision reviewed in the STCT)

Please read the Information for Applicants sheet for details about the STCT and the Taxation Appeals Division of the AAT before you answer.  
  
Is the amount of tax in dispute less than \$5,000? Yes  No   
  
If yes, and you want your application dealt with in the STCT, please state the amount of tax in dispute.  
  
\$.....  
  
If the amount of tax in dispute is over \$5,000, or you do not state the amount of tax in dispute, your application will be dealt with in the Taxation Appeals Division of the AAT.

Signature

Date



# ADMINISTRATIVE APPEALS TRIBUNAL OR SMALL TAXATION CLAIMS TRIBUNAL

## INFORMATION FOR APPLICANTS

### ABOUT THE APPLICATION FORM

The form has two sides. The first side asks for personal information. The second side asks for information about the decision that you want reviewed. Please fill in both sides. The AAT needs this information to process your application.

If there is not enough space in a box on the form for the information asked for, write it on a separate piece of paper and staple it to the form. Write in the box “see attached”. If you have to do this more than once, use headings to show which question is being answered.

#### **Representative**

You can be represented by any person you choose. If you tell us that you have a representative and you give us your representative’s address, the AAT will send letters and documents about your case to your representative, instead of to you.

#### **Interpreters and disability assistance**

If you need an interpreter, the AAT will arrange for a qualified interpreter to assist you. If you have a disability, the AAT will try to make appropriate arrangements for you.

#### **Decision**

If you can, attach a copy of the decision you want the AAT to review to this form. If you can’t, briefly describe the decision in the box provided. For example: “Decision of Comcare to terminate weekly payments of compensation”. It is important that you include the decision reference number.

#### **Decision reference**

You will usually find a reference number on the copy of the decision you want the AAT to review. If you write this number on your application form, the relevant decision can be identified quickly. This is particularly important in tax matters.

#### **Who made the decision**

If you can’t attach a copy of the decision you want the AAT to review, you need to tell us the name of the department that made the decision. You also need to tell us the address of the office of that department where the decision was made.

#### **Reasons for application**

It is important that you tell us why you want the decision reviewed. For example, you may think the decision is wrong and a different decision should be made. You must answer this question before the AAT can accept your application.

#### **Tax matters**

Tax matters are dealt with by the Taxation Appeals Division of the AAT and the Small Taxation Claims Tribunal. The STCT is designed to deal quickly with matters where the amount of tax in dispute is under \$5,000. If you do not complete the section of the application form headed “Small Taxation Claims Tribunal”, or if you state an amount of tax in dispute over \$5,000, then your application will be dealt with in the Taxation Appeals Division of the AAT.

#### **STCT**

You can only choose to have your application heard in the STCT if the amount of tax in dispute is under \$5,000. If you complete the section of the application form headed “Small Taxation Claims Tribunal”, and you state that the amount of tax in dispute is under \$5,000, then your application will be dealt with as an STCT application.

In the STCT, applications are dealt with quickly and informally. There is an application fee which is not refundable even if the application is resolved in your favour.

If you choose the STCT, then unless you obtain a section 35 confidentiality order (see “Privacy” below), the information used at your hearing becomes public.

## Taxation Appeals Division

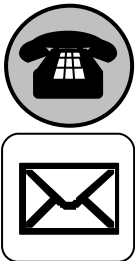
The higher application fee applies in the Taxation Appeals Division. This fee is refunded in full if the application is resolved in your favour. Any request you make for confidentiality is granted automatically.

## PRIVACY

AAT and STCT conferences and mediations are held in private. Anything said or done at a conference or mediation is confidential.

AAT and STCT hearings are usually held in public, and any information which is given or used at a public hearing will become public information. The decision of the Tribunal in your application, including any written reasons for the decision, will also be made available to the public. There are two exceptions to this:

1. You may make a request under section 35 of the AAT Act for an order that some, or all, information in your case be confidential and/or that any hearing be held in private. The Tribunal can only grant your request if it is satisfied that there is a good reason to do so.
2. In some cases, the legislation under which the decision was made may require that the



**If you need more information please ring your local AAT office on:**

**1300 366 700**

Residents of the Northern Territory will be connected to Brisbane for the cost of a local call

If you are hearing impaired the AAT has a free-call **TTY service** available on:

**1800 650 662**

**The addresses of the AAT offices are :-**

### **Postal Address**

District Registrar  
GPO Box 9955  
in your Capital City  
(except for residents of the Northern Territory who should write to Brisbane)

### **Adelaide**

District Registrar  
11 Floor  
Chesser House  
91 Grenfell Street  
ADELAIDE SA 5000  
Fax: (08) 8201 0610

### **Brisbane**

District Registrar  
Level 4  
Commonwealth Law Courts  
Cnr Nth Quay & Tank St  
BRISBANE QLD 4000  
Fax: (07) 3361 3001

### **Canberra**

District Registrar  
Level 4  
Canberra House  
40 Marcus Clarke St  
CANBERRA ACT 2601  
Fax: (02) 6247 0962

### **Hobart**

District Registrar  
Commonwealth Law  
Courts  
39-41 Davey St  
HOBART TAS 7000  
Fax: (03) 6232 1701

### **Melbourne**

District Registrar  
Level 16  
Southgate, HWT Tower  
40 City Rd  
SOUTHBANK VIC 3006  
Fax: (03) 9282 8480

### **Perth**

District Registrar  
Level 8  
Quadrant Building  
1 William St  
PERTH WA 6000  
Fax: (08) 9327 7299

### **Sydney**

District Registrar  
Level 7  
City Centre Tower  
55 Market St  
SYDNEY NSW 2000  
Fax: (02) 9283 4881

information be kept confidential and that any hearing be in private.

If you want more information about your privacy when dealing with the AAT, please ring your local AAT office.

## FEES

In most cases, there is no fee for an application to the AAT. In some applications, however, a fee must be paid when you lodge your application. If the application is resolved in your favour, this fee will be refunded.

If you choose to have your application heard in the STCT, there is a lower fee. This fee will not be refunded even if the application is resolved in your favour.

If your application is one where you must pay a fee, you may not have to pay if you can show that you can't afford it. There are other circumstances where you are automatically excused from paying any fee. An AAT staff member will be able to explain these to you.

Please ring your local AAT office to obtain the current fees.