



## Authority to Act for an Individual

There is important information on the next page.

ACAT file name

ACAT file number

### 1. Information about me

Name

Party role

☐

Applicant

☐

Respondent

☐

Other (specify)

I authorise the individual named below to represent me in this case:

### 2. Information about my representative

Name

Postal address

Email

Telephone

☐

I am authorising **more than one** representative. I will complete and lodge a separate 'Authority to Act for an Individual' form for each additional representative.

☐

I want this representative's address to be my address for service. I understand ACAT will only send correspondence to one authorised representative (address for service).

### 3. Declaration and signature

**By signing this form, I declare that:**

- a) my authorised representative has full knowledge of the proceedings and can effectively participate on my behalf;
- b) my authorised representative has full authority to represent me including receiving and sending correspondence, attending listings and making decisions without consulting me;
- c) I understand ACAT will communicate with my authorised representative instead of me;
- d) I understand ACAT can make an order to stop an authorised representative from taking any further part in a proceeding; and
- e) I understand that giving false or misleading information is a serious offence and producing a false or misleading document is a serious offence (see sections 338 and 339 of the *Criminal Code 2002*).

My signature

My representative's signature accepting authority

Date

Date

## Important Information

**Who should use this form?** This form can be used by an individual named in an ACAT case to authorise another individual to act on their behalf. If more than one person is authorising the same representative, each person must complete and lodge their own form.

A company or incorporated association must complete and lodge an [Authority to Act for a Corporation](#).

**Who can be your authorised representative?** The person representing you must have detailed and full knowledge of your case, be able to speak for you and make decisions on your behalf. You can have more than one person represent you. You cannot be represented by a company or other organisation.

ACAT will only send correspondence to one address for service. If you authorise more than one representative and do not tell us which one is your address for service, we will decide for you.

**How do I revoke this authority?** If you do not want your authorised representative to continue representing you, you can revoke their authority. To do this:

- You must tell ACAT this in writing.
- You should take reasonable steps to tell the representatives in writing.
- You must give ACAT and other parties your new contact details by providing a [Notice of New Contact or Representation Details](#).

Your representative can also resign their appointment if they tell you and ACAT in writing.

**After you complete this form, you should:**

- Lodge it with ACAT; and
- Give a copy to all parties in the case.
- You and your representative should keep a copy. ACAT may ask to see the original.

### Do you need assistance?

If you or your authorised representative need assistance (for example, an interpreter or hearing loop), please let ACAT know as soon as possible. A list of services ACAT can provide is available on the Accessibility page of our [website](#).

### More information

Visit our website [www.acat.act.gov.au](http://www.acat.act.gov.au) for information about:

- Representing an individual
- Fees and forms
- What to expect
- Lodge and serve documents

### Contact ACAT

**Telephone** (02) 6207 1740

**In person** Allara House  
15 Constitution Avenue  
CANBERRA CITY ACT 2601

**Email** [tribunal@act.gov.au](mailto:tribunal@act.gov.au)

**Post** ACT Civil and Administrative Tribunal (ACAT)  
GPO BOX 370  
CANBERRA ACT 2601