



ACT CIVIL AND ADMINISTRATIVE TRIBUNAL

Checklist to help you prepare for the hearing

- You have read through each of the documents the Tribunal has sent to you, including, where provided:
 - a copy of the application
 - any attachments to the application, including any reasons provided for the decision under review by the Tribunal
 - this Listing Notice
 - any Directions or Orders
 - any other information.

- You have complied with any Directions or Orders provided to you by the Tribunal.

- If you wish to appoint a representative and you have not already informed the Tribunal of this, you have:
 1. completed and submitted to the Tribunal a [Notice of New Contact or Representation Details form](#)
 2. if your representative is not a lawyer, you have completed and submitted to the Tribunal an [Authority to Act for an Individual form](#).

- If you require any reasonable adjustments or other support to attend ACAT, you have visited the Tribunal's [Accessibility webpage](#), and contacted one of our assistance officers on (02) 6205 0322 or emailed acatassistance@act.gov.au in advance of your scheduled hearing.

- If you require any further assistance or information, you have contacted Tribunal Registry on (02) 6207 1740 or by email at tribunal@act.gov.au