

# Making an application about yourself

**Do you want to appoint a guardian or financial manager to make decisions for you? The following information will help you make an application about yourself to NCAT's Guardianship Division.**

## What is NCAT's Guardianship Division?

The NSW Civil and Administrative Tribunal (NCAT) Guardianship Division holds hearings to decide if a person with a disability needs someone else to make important decisions for them.

## What kind of application can I make?

Before NCAT can have a hearing, it needs to have an application. Most applications to NCAT are for guardianship or financial management.

## Guardianship

You can ask NCAT to make a guardianship order for you if you think you need help making decisions about your lifestyle. These decisions might be where you live, what services you need or what medical treatment you should have.

If you think you need a guardian, you will need to fill in a guardianship application.

NCAT also needs information from other people who know you such as your doctor or your case manager.

They need to write to NCAT with information about:

- Whether you have a disability
- Whether it is difficult for you to make decisions about your lifestyle
- Why you need someone to help you make decisions.

There is a [Health Professional Report Form](#) that you can give to your doctor or case manager/s to fill out or they can write a letter to give this information to NCAT.

NCAT can only make a guardianship order for you if:

- You are over 16 years old
- You have a disability
- You cannot make some decisions yourself because of your disability
- There are decisions that need to be made for you.

NCAT can appoint a family member or friend as your guardian. If that is not possible, NCAT can appoint the Public Guardian to be your guardian.

A guardian can make decisions about different areas of your life.

If NCAT makes a guardianship order then it will make it clear what sorts of decisions the guardian can make. This might include where you live, what services you need, or what healthcare you need.

## Financial management

You can ask NCAT to make a financial management order for you if you think you need help making decisions about your finances (including your money and bank accounts) or other property.

If you think you need a financial manager, you will need to fill in a financial management application.

NCAT also needs information from other people who know you such as your doctor or case manager. They need to write to NCAT with information about:

- Why it is difficult for you to manage your own finances or property.
- Why you need someone else to make decisions about some or all of your finances.

## Who can help me?

You can get help from the NCAT's Guardianship Division enquiry service.

Telephone: **9556 7600** or **1300 006 228**

Website: **[www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au)**

Guardianship Division enquiry staff may be able to help you decide what kind of application to make and how to make the application. They can explain to you what will happen when NCAT gets your application.

A friend, relative or case manager might also be able to help you apply to NCAT.



The Mental Health Advocacy Service at Legal Aid NSW might also help you with your application. You can call them on **9745 4277**.

## What happens after I send my application?

You will get a letter telling you that NCAT has received your application.

A Tribunal staff member will call you to talk about your application. They will tell you if NCAT needs more information and talk to you about how to get the information. You can ask any questions about your application and about what will happen next.

Once there is enough information, the Tribunal staff member will organise a hearing. NCAT will send you a letter with the date and time of the hearing and where the hearing will be held.

In the application, you will be asked to provide information about other people who are important to you. NCAT will send them a letter inviting them to the hearing and send a copy of your application with the letter.

## What happens at the hearing?

At the hearing, Tribunal Members will talk to you and ask you questions about your application.

It is important you come to the hearing so the Tribunal Members can meet you and listen to what you have to say. If you want to you can bring a friend or family member to the hearing.

At the hearing, a Tribunal Member will explain what is happening. The Tribunal Members will talk to you about your application and ask you questions. The Tribunal Members will also talk to other people at the hearing and ask them what they think about your application.

A decision will be made about your application and the Tribunal Members will tell you what has been decided at the end of the hearing.

Most hearings are held in the Sydney CBD or other places in the Sydney area. If you do not live in Sydney, the hearing will be held as close as possible to where you live

## Contact NCAT

**1300 006 228 | [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au)**

**Interpreter Service (TIS) 13 14 50**

**National Relay Service for TTY users 13 36 77**

For more information and assistance visit the NCAT website or contact NCAT's Guardianship Division on (02) 9556 7600 or 1300 006 228.