



Request for fee waiver

Use this form if you want NCAT to reduce or waive (not charge) fees for an application or services relating to your case.

IMPORTANT INFORMATION ABOUT FEE WAIVERS

1. Before filling out this form, read the information on exemptions, reduced fees and fee waivers on the [NCAT website](#).
2. If you are eligible to pay a reduced (concession) fee, or your application is exempt from a fee, you do not need to fill out this form.
3. The fee waiver request form should be given to the Tribunal at the same time as your application.
4. If your request for fee waiver is not approved, you will need to pay the fee.

1. YOUR DETAILS

NCAT File Number *(if known)*

Full name

Address

Daytime phone

Mobile

Email address

2. REASON FOR APPLYING FOR A FEE WAIVER

The Principal Registrar may waive a fee in full, or reduce the amount you have to pay, if satisfied there are special circumstances. Please indicate which of the following circumstances you are applying for a fee waiver:

- Paying the fee will cause you serious financial hardship** (Please complete **PART A**)
- There are other special circumstances in your case** (Please complete **PART B**)

PART A – APPLYING DUE TO FINANCIAL HARDSHIP

If you are applying for a fee waiver due to financial hardship, you need to provide details of your financial position to show why you say paying the fee would cause you serious financial hardship.

Explain how paying NCAT fees will cause you financial hardship?

YOUR FINANCIAL DETAILS

Attach copies of documents to support the information you provide in the table below. For example, your latest payslip, bank statements, rental agreement.

Dependents

How many people rely on you for financial support?

Fortnightly income How much do you receive after tax every two weeks ?

Pay after tax	\$
Pension or Centrelink payment	\$
Financial support you receive for your children or other dependents (eg. from a former or current partner)	\$
Other income (eg. workers compensation, interest, superannuation payments, rent or board paid to you)	\$
Total income	\$

Fortnightly expenses How much is your cost of living every two weeks ?

Rent or board	\$
Mortgage repayments	\$
Credit card and other loan repayments	\$
Utilities (eg. water, gas, electricity, telephone and data)	\$
Food	\$
Travel and motor vehicle costs	\$
Other expenses (eg. health care, child care, insurance)	\$
Total expenses	\$

Assets Things that you own or partly own

House and land (market value)	\$
Car or other motor vehicle (market value)	\$
Other assets (eg. money owed to you, shares, superannuation or trust funds)	\$
Total assets	\$

Bank account details

Current bank or credit union balances (total for all accounts). Provide copies of last statement for each account.	\$
Total balances	\$

Debts

Amount owing on your mortgage	\$
Amount owing on other loans	\$
Credit cards – Total amount owing	\$
Credit cards – Total limit	\$
Other debts (eg. amount owed to businesses or individuals) Tell us about each debt. Attach information about each debt	\$
Total debts	\$

Tick if correct:

I have attached copies of documents to support all of the information provided above

PART B – APPLYING DUE TO SPECIAL CIRCUMSTANCES

What are the special circumstances that you want the Principal Registrar to know about in making a decision whether to waive the fee in full or reduce the amount you have to pay?

Describe your other special circumstances

3. SIGNATURE AND DATE

You must complete this section. Tick if correct:

I confirm that the above information is true and correct

Name

Signature

Date

TO LODGE YOUR REQUEST

Your fee waiver request form should be given to the Tribunal at the same time as your application. Forms may be lodged with any NCAT Registry office.

For more information on NCAT

Telephone: 1300 006 228
Interpreter Services (TIS) 13 14 50
National Relay Service for TTY users 13 36 77

Website: www.ncat.nsw.gov.au

OFFICE USE ONLY

Waived in full

Waived in part. Applicant to pay \$

Refused

Reasons:

Notification:

Applicant advised