

Use this form to set out your reasons for contesting a planning case (other than for an enforcement order) at VCAT. These written reasons are called your statement of grounds.

CASE DETAILS

Date the statement of grounds must be received by VCAT This is on the notice you received or the sign at the site. If your statement of grounds is received by VCAT after this date, you will not be a formal party to the case.	
VCAT reference number	
Site address	

HELP WITH YOUR STATEMENT OF GROUNDS

If you have any questions about completing this form, contact our Customer Service team:

- email admin@vcat.vic.gov.au
- call 1300 01 8228 (1300 01 VCAT) between 9am and 4.30pm Monday to Friday
- go to the Victorian Civil and Administrative Tribunal, Ground Floor, 55 King Street, Melbourne VIC 3000. We are open Monday to Friday from 8.30am to 4.30pm

WHO IS MAKING THIS STATEMENT OF GROUNDS?

1. Full name of the person, company, authority or other making this statement of grounds.

2. Are you?

- A person who objected to the original application to the council
- A person who did not object to the original application to the council but now wants to object
Note: You are not a formal party to the VCAT case and you must attend the hearing to be considered to be added as a formal party. You also must submit your own statement of grounds, separate to a person who objected to the original application to the council
- A person responding to an application to amend plans or make other changes to an existing application
- A person responding to a notice by a permit holder to amend a permit
- A permit applicant responding to an objector's application for review
- A permit holder responding to a non-permit holder's application to amend or cancel a permit
- Determining referral authority
- Recommending referral authority
- Other, please specify:

3. Do you wish to be identified as a person of Aboriginal and/or Torres Strait Islander descent?

- Yes No

4. What is your address?

This will be the address VCAT uses to correspond with you. It must be an address in Victoria. If you have a representative, we will send all our notices to your representative's address instead.

Street address

Suburb/Town State Postcode

Phone number

Email

5. Is someone representing you?

Yes No – skip to Question 7

6. Details of your representative:

Organisation name (if applicable)

Full name of representative

Street address

Suburb State Postcode

Phone number

Email

IS THIS A JOINT STATEMENT OF GROUNDS?

7. Complete this section if you are a spokesperson for people lodging a joint statement of grounds. We will only communicate with the nominated representative for a joint statement of grounds.

I have attached a list of the names and addresses of all the people you represent, demonstrating the consent of each person.

I certify that I have consent to act as a spokesperson for the attached list of people where this is a joint statement of grounds.

Yes No

WHAT GROUNDS DO YOU INTEND TO RELY UPON?

8. State your grounds:

YOUR PARTICIPATION IN HEARINGS

9. Do you intend to participate in hearings?

- I intend to appear and present a submission at the hearing

Note: A fee applies if you intend to participate in hearings, and VCAT will send you further correspondence and orders.

- I do not intend to participate in the hearing but want VCAT to consider my statement of grounds.

Note: You will not be a party and no fee applies. VCAT will not send you further correspondence and orders. Skip to Question 14.

10. How much time will you need to present your entire case at a hearing?

Estimate the time you need to present, including time needed by any expert witnesses you will call.

hours minutes

11. How many expert witnesses will you call?

12. List the areas of expertise for your expert witnesses.

HEARING ASSISTANCE

We offer a range of support services for people with disability, language difficulties and to help with accessibility. Let us know of your needs so we can make arrangements for the hearing.

13. Does anyone mentioned in this application need special assistance at the hearing?

- Help accessing the venue (e.g. wheelchair access)

- Interpreter required

Language:

- Assisted communication (e.g. assistive listening device or hearing loop)

- Attend the hearing by phone or video link

- Other

Provide more detail about who needs the forms of assistance you have indicated and why.

CERTIFICATION

14. You must send a copy of your statement of grounds to both the applicant and the council by the date that appears in the notice you received including on any sign at the site. If not, we may not be able to hear your views or consider your objection.

I certify that I have served a copy of this statement of grounds.

Date served on applicant (DD/MM/YYYY):

Date served on respondent (DD/MM/YYYY):

ACKNOWLEDGEMENT

15. By completing this statement of grounds, I understand and acknowledge that:

- To the best of my knowledge, all information provided in this application is true and correct.
- It is an offence under section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* to knowingly give false or misleading information to VCAT.

Full name of person completing this form:

Date of acknowledgement (DD/MM/YYYY):

ABOUT STATEMENT OF GROUNDS FEE

Fees apply if you intend to appear or present a submission at the hearing. If you do not pay the fee at the time of lodging this form, you will not be a formal party and will not be entitled to take part, even if you indicated that you wanted to participate.

You do **not** have to pay a fee if you are:

- a permit applicant or holder
- the determining or recommending referral authority.

To find out if you need to pay a statement of grounds fee and how much it costs, go to www.vcat.vic.gov.au/planningfees.

FEE CATEGORIES

VCAT fees are charged according to three levels:

- **corporate fees** for businesses and companies with a turnover of more than \$200,000 in the previous financial year, corporate entities and government agencies.
- **standard fees** for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than \$200,000 in the previous financial year. Small businesses and companies must provide a current statutory declaration to support this claim.
- **concession fees** for people who hold the Australian Government Health Care Card. You must provide a copy of your card (front and back) with your Statement of Grounds. If more than one person is named on the Statement of Grounds, this card needs to be provided for each person. We do not accept Pensioner Concession Cards or Department of Veteran Affairs health cards.



FEE RELIEF

We can reduce or not charge (waive) a VCAT fee for individuals experiencing financial hardship. Any application to reduce or waive the fee should be made as soon as possible to avoid delays. For more information about fee relief and to complete the form, go to www.vcat.vic.gov.au/feerelief.

Are you applying for fee relief?

- No, go to **Fee payment** section
- Yes, complete **Fee relief form** and attach it to this statement of grounds form

FEE PAYMENT

Complete this section unless you are applying for fee relief, no fee is payable or you wish to pay using another method. For other payment options, see www.vcat.vic.gov.au/howtopay.

Choose the fee level: Standard Corporate Concession

Fee amount charged

Card details

Cards accepted: VISA MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy):

REMOVE THIS PAGE WHEN SENDING A COPY OF THIS APPLICATION TO OTHER PEOPLE

SUBMITTING THIS APPLICATION

If you have supplied your credit card details, send your completed form to us by post or give it to us in person.

If you have not provided your credit card details on this form, you can submit your application to us by email, post or in person.

To protect yourself, do not send credit card details over email.

By email

Email admin@vcat.vic.gov.au

By post

Send to:

The Registrar
Planning and Environment Division
Victorian Civil and Administrative Tribunal
GPO Box 5408 Melbourne VIC 3001

In person

Go to:

Victorian Civil and Administrative Tribunal
Ground Floor, 55 King Street, Melbourne VIC 3000
Office hours: 8.30am to 4.30pm Monday to Friday (except public holidays)

WHAT HAPPENS NEXT

VCAT will process your statement of grounds and/or fee payment.

VCAT will provide you with details on how you can become a formal party to the VCAT case if any of the following applies to you:

- you have not submitted an original objection with the council
- your statement of grounds was submitted after the closing date
- your fee payment was received after the closing date.

You can then decide if you wish to become a formal party to the VCAT case.

PRIVACY INFORMATION

For a copy of VCAT's privacy statement, go to www.vcat.vic.gov.au/privacy.