

# APPLICATION FOR A NOTICE TO BE ISSUED

## When to use this form

Parties may use this form to request an NST Member to issue a Notice in an arbitration to either:

- Require a person to appear at an NST arbitration hearing; or
- Produce materials (documents or things or information).

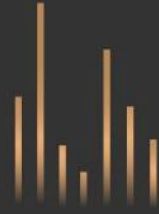
## Instructions

1. Complete this form for each Notice you want the NST Member to issue.
2. Submit the completed by emailing [submissions@nationalsportstribunal.gov.au](mailto:submissions@nationalsportstribunal.gov.au) and copying in the other Parties to the dispute.

If you require assistance completing this form, contact us on 1300 768 578 or via email at [enquiries@nationalsportstribunal.gov.au](mailto:enquiries@nationalsportstribunal.gov.au).

## What happens next

1. The NST Case Manager will **provide the application to the NST Member(s)** for their consideration. Other Parties to the dispute will be given a reasonable opportunity to make submissions in relation to whether the notice should be given.
2. The NST Member(s) may request additional information or decide to hold a Pre-Hearing Conference to discuss the application with all Parties. However, the NST Member may decide an Application for a Notice without a hearing.
3. The Case Manager will **inform you of the decision** of the NST Member(s).
4. If the NST Member has approved the application, **you will receive a copy of the signed Notice** which **you will serve** on the person or organisation it relates to (unless they are already a party to the dispute). It will include what the individual or organisation is required to do, referencing the 14 day period in which they will need to comply or respond to the notice, and the consequences for not complying with the Notice.
5. You will need to **keep evidence** that you have served/provided the notice to the person or organisation.



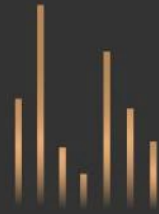
## 1. Case Details

NST Case Number (if known):	
Matter name:	

## 2. Your details

Please provide details of party submitting request to the NST

Name:			
Phone:		Email:	
<p><i>If a Party is an individual person and under the age of 18 years, they must be represented. Is the Party under the age of 18 years or of legal incapacity?</i></p> <p><input type="checkbox"/> Yes (If Yes, the Party must be represented to access NST services – If No, leave blank)</p>			
<b>Lawyer or other authorised person contact details (if applicable)</b>			
Name:			
Phone:		Email:	



### 3. Requesting a Person to Appear as a Witness

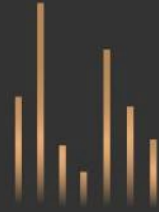
If your application relates to the provision of materials, please go to Part 4.

#### Details of Person

Name of Person:			
Name of Representative (if relevant):			
Organisation (if relevant):			
Postal address:			
Phone:		Email:	

#### Reason for the Request

Please provide the reasons in support of your request, including how and why the person you want to appear as a witness is able to provide, or has reliable knowledge of the information that you want them to give as evidence, and why that evidence is relevant to this dispute.



## 4. Requesting a Person to Provide Materials

If your application relates to the appearance of a person, please go to Part 3.

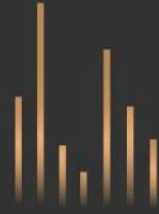
### Details of Person in Possession of the Materials

Name of Person:			
Name of Representative (if relevant):			
Organisation (if relevant):			
Postal address:			
Phone:		Email:	

Document or thing or information to be provided:

### Reason for the Request

Please provide the reasons in support of your request, including the information you have that the person you want to produce the materials is in possession of and able to provide those materials, that the materials do exist, and why the documents or things are relevant to this dispute.



## 5. Declaration

I understand that any person who is given a Notice by the NST will have 14 days in which to comply with or respond to the notice.

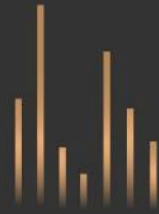
I understand that the NST Member may choose not to issue this notice, in which case, the reasons for this decision may not be explained to me by the NST.

I accept that the information provided may be used by the NST for the purposes outlined in the National Sports Tribunal Privacy Policy.

Signed:

Name:

Date:



## Collection Notice

### What do we do with the information you give to us?

We collect personal information to process applications and resolve disputes under the *National Sports Tribunal Act 2019* (NST Act). If you do not provide all requested information, we may be unable to progress the application.

We may collect information about you from another Party to the dispute, or as required by or under the NST Act or another Australian law. We may give a copy of this form or any other information you provide as part of the dispute to another Party or person or body permitted to participate in the dispute.

Proceedings before the NST will generally be held in private. Confidentiality and non-publication orders can also be sought.

Details about your dispute may be published on our website. After an arbitration, the NST will publish a case summary. Where feasible, a case summary will not contain information that would identify the Parties, or that could reasonably identify the Parties.

The NST CEO can publish a determination if all parties agree, if the determination has significant value, or if it's of public interest.

We will only send your personal information overseas if a Party (including an international sporting federation), representative or witness is located outside Australia.

Your data may be used to improve NST services. This includes use for continuous improvement purposes, and conduct of formal service evaluation. To fulfil this purpose, we may disclose data about you, the services you receive from the NST, and the matter, dispute or case you are involved in to third party organisations who are contracted to support our improvement and evaluation activities. Data disclosed in this way will be used only for the purpose of continuous improvement or evaluation and for no other purpose.

You can opt out of contribution to the evaluation by emailing [enquiries@nationalsporttribunal.gov.au](mailto:enquiries@nationalsporttribunal.gov.au). Choosing not to contribute your data will not have any impact on the services you receive from the NST.

Further details about the way we handle your information, including how you can access the information we hold about you or make a complaint, is available in our Privacy Policy, available on our website <https://www.nationalsporttribunal.gov.au/using-our-website/privacy-policy>.