

CONSUMER, TRADER AND TENANCY TRIBUNAL  
**NOTICE TO RENEW PROCEEDINGS**

for the enforcement of certain Tribunal orders

Section 43 of the *Consumer, Trader and Tenancy Tribunal Act 2001*



**CTTT**  
Consumer, Trader &  
Tenancy Tribunal

**If an order has not been complied with you may renew the application either:**

- Within the time specified in the original Tribunal order; or
- If no time was specified, within 12 months of the date for compliance set out in the original Tribunal order.

**Do not use this form if:**

- A tenant has failed to comply with an order to give possession to the landlord. Lodge a separate 'Warrant for Possession of Premises' request form available on [www.cttt.nsw.gov.au](http://www.cttt.nsw.gov.au). This warrant is enforced by the Sheriff's Office.
- A person has failed to comply with an order to pay money. Make a written request to the Tribunal for a certified copy of the money order. This order is enforced through the Local or District Courts.
- You consider that orders made under the *Strata Schemes Management Act 1996* or *Community Land Management Act 1989* have not been complied with as that legislation provides separate procedures for non-compliance.

**Division** (tick the box)

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Commercial        | <input type="checkbox"/> General             | <input type="checkbox"/> Home Building  | <input type="checkbox"/> Motor Vehicles |
| <input type="checkbox"/> Residential Parks | <input type="checkbox"/> Retirement Villages | <input type="checkbox"/> Social Housing | <input type="checkbox"/> Tenancy        |

**FORM 3 Non-compliance with Tribunal order - notice to renew proceedings**

*Schedule 1, Consumer, Trader and Tenancy Tribunal Regulation 2009*

1. Your name:

2. Your present address:

3. Your address when original application was made:   
*(if different from above)*

4. What order have you already obtained?

5. Who was the order made against?

6. Date on which the order was made:  /  /

7. Tribunal's reference number:

8. In what way has the order not been complied with?

9. What order do you want? *(Tick where appropriate)*

- An order for the payment of \$  *[Insert amount if box is ticked]*
- An order to rectify faulty goods or provide services
- An order to provide specified services
- An order that I do not have to pay \$  *[Insert amount if box is ticked]*
- An order to deliver goods
- An order to replace goods or services
- An order to return goods to me
- Other *(please specify)*

10. It is requested that the application be relisted

Signature:

Date:

Your Name:   
Please print

**Address of the person or company who has not complied with the order**

*Only if the address has changed since the order was made)*

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**Additional Information:**

- ADDITIONAL INFORMATION MAY BE ATTACHED. A copy of this form and any attachments will be sent to the other party with the Notice of Conciliation and Hearing
- Attach all documents that support your notice to renew proceedings.

**Section 43 Consumer, Trader and Tenancy Tribunal Act 2001**

**43 Enforcement of certain Tribunal orders**

- (1) If the Tribunal makes an order in relation to any proceedings, the Tribunal may, when the order is made or later, give leave to the person in whose favour the order is made to renew the proceedings if the order is not complied with within the period specified by the Tribunal.
- (2) If an order has not been complied with within the period specified by the Tribunal, the person in whose favour the order was made may renew proceedings to which the order relates by lodging a notice with the Tribunal, within 12 months after the end of the period, stating that the order has not been complied with.
- (3) The provision of this Act apply to a notice lodged in accordance with subsection (2) as if the notice were an application made in accordance with section 24.
- (4) When proceedings have been renewed in accordance with this section, the Tribunal:
  - (a) may make any other appropriate order under this Act as it could have made when the matter was originally determined, or
  - (b) may refuse to make such an order.
- (5) This section does not apply if the operation of an order has been suspended.
- (6) A notice under this section must be in the form prescribed in the regulations.

**Important information: Application fee and attachments**

Please read the below information and check the appropriate boxes. **Note:** If the application fee is not paid, your application may be delayed or dismissed.

**Has the application fee been paid?**

You must pay the application fee when lodging your application. Refer to the fee schedule at [www.cttt.nsw.gov.au](http://www.cttt.nsw.gov.au). Payment can be made by cheque or money order to 'Consumer, Trader and Tenancy Tribunal'. Cash, credit card and eftpos payments can be made at any CTTT Registry or Fair Trading Centre. If you are paying the concession fee, provide a photocopy of your pensioner or student concession card.

**Have you included your attachments?**

Attach any additional information to this form such as details of multiple applicants or respondents, or further information about the orders you are seeking. Keep a copy of your application and any attached information for your own records. **Note: A copy of this application and any attachments will be sent to the respondent/s.**

**OFFICE USE ONLY:**

File No: \_\_\_\_\_

**Return application with fee to: Registrar, Consumer, Trader and Tenancy Tribunal**

**For all CTTT Registry Offices** ☎ **T: 1300 135 399** 📠 **F: 1300 135 247** 🌐 **www.cttt.nsw.gov.au**

**Sydney Registry**

Level 12, 175 Castlereagh Street  
Sydney NSW 2000  
GPO Box 4005, Sydney NSW 2001

**Hurstville Registry**

Level 3, 4-8 Woodville Street  
Hurstville NSW 2220  
PO Box 148, Hurstville BC NSW 1481

**Liverpool Registry**

Level 3, 33 Moore Street  
Liverpool NSW 2170  
PO Box 723, Liverpool BC NSW 1871

**Penrith Registry**

Ground Floor, 2-6 Station Street  
Penrith NSW 2750  
PO Box 988, Penrith NSW 2751

**Newcastle Registry**

Level 1, 175 Scott Street  
Newcastle NSW 2300  
PO Box 792, Newcastle NSW 2300

**Tamworth Registry**

Suite 3-5, Kable Korner Complex  
Cnr Kable Ave & Darling St  
PO Box 1033, Tamworth NSW 2340

**Wollongong Registry**

Level 3, 43 Burelli Street  
Wollongong NSW 2500  
PO Box 319, Wollongong NSW 2520

