

Important Information:

- The request for an interim order **must accompany, or relate to, a substantive application** for an order by an Adjudicator.
- Mediation is not a necessary requirement before lodging a request for an interim order, but it is necessary for your substantive application.
- You must pay a fee for the request for an interim order **in addition to** the fee for the substantive application.

1. Address of the scheme

- Strata Scheme**
 Community Scheme
(Please tick one)

NSW

2. What is the Strata Plan No. or Community Plan DP No.?

If a Community Scheme, is your lot in a:

- Community Plan Neighbourhood Plan
 Precinct Plan Strata Corporation

If a Community Plan, how many lots are shown on the plan?

3. Your Name

Individual applicant or corporation

Your postal address:

Daytime telephone	<input style="width: 85%;" type="text"/>
Email address	<input style="width: 85%;" type="text"/>

4. Are you:

(Tick where appropriate)

If Strata Plan:

- Lot owner of Lot No.
 Owners corporation
 Original owner
 Lessor
 Council, public authority or statutory body
 Other

If Community Plan:

- Owner/proprietor of Lot No.
 Association
 Strata Corporation
 Occupier
 Manager
 Other

5. Who is the application against?

Individual or corporation *(If more than one party attach a separate list)*

Other party's postal address:

Daytime telephone	<input style="width: 85%;" type="text"/>
Email address	<input style="width: 85%;" type="text"/>

6. Who is the other party?

If Strata Plan:

- Lot owner of Lot No.
 Owners corporation
 Tenant/occupier of Lot No.
 Lessor
 Other

If Community Plan:

- Community Association
 Precinct Association
 Neighbourhood Association
 Owner/proprietor of Lot No.
 Occupier
 Other

OFFICE USE ONLY:

File No:

Classification:

7. **Address of Managing Agent or Secretary of the Owners Corporation/Association?**

NSW

8. **List all CTTT reference numbers**

For previous applications involving the same or related dispute

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9. **Specify the terms of the interim order requested**

10. **What are your reasons for requesting the interim order?**

Describe the urgent circumstances of the situation. Give details of when and what is happening or going to happen if the interim order is not made. Attach supporting information such as minutes of meetings, experts reports, any correspondence, etc.

11. **Your Name(s)** *(Please print)*

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Your Signature(s)

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Your position title *(If Owners Corporation or Association)*

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Date

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Fee details: You must pay the application fee when lodging your application. Refer to the separate fee schedule. If a fee is not paid, the listing of your application may be delayed or dismissed. You may pay a reduced fee if you hold a Centrelink concession, Health Care Card, Veteran's Affairs Pension, NSW Seniors Card, or a full-time student allowance. You must enclose a photocopy of your current card or allowance advice with the application.

Return this request form 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 Komer 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



INTERIM ORDERS - *under the Strata Schemes Management Act 1996*

Interim orders relating to Strata Schemes

Section	To do what?	Who can apply?	Information or documents required
170	To request the making of an interim order	<ul style="list-style-type: none"> An applicant who is eligible to apply for an order by an Adjudicator or by the Tribunal 	<ul style="list-style-type: none"> There must be a current substantive file to which this application refers otherwise the substantive application must be lodged at the same time Provide a copy of the Strata and Community Plan and minutes of the relevant meetings Reasons why your application is urgent and any documents in support of your request <p>Note: Evidence of attempted mediation must be provided for the substantive application otherwise you must also lodge an Application for Mediation <i>at the same time</i></p>

INTERIM ORDERS - *under the Community Land Management Act 1989*

Interim orders relating to Community Schemes

Section	To do what?	Who can apply?	Information or documents required
72	To request the making of an interim order	<ul style="list-style-type: none"> An applicant who is eligible to apply for an order by an Adjudicator 	<ul style="list-style-type: none"> There must be a current substantive file to which this application refers otherwise the substantive application must be lodged at the same time Provide a copy of the Strata and Community Plan and minutes or the relevant meetings <p>Note: Evidence of attempted mediation must be provided with the substantive application otherwise you must also lodge an Application for Mediation <i>at the same time</i></p>

Requesting an interim order

An interim order can be requested by any applicant who is eligible to apply for an order by an Adjudicator.

The request for an interim order must accompany or relate to a substantive application for an order by an Adjudicator.

Mediation is not a necessary requirement before lodging a request for an interim order, but it is necessary for your substantive application.

A fee for the Request for an interim order must be paid **in addition to** the fee for the substantive application.

An Adjudicator may make the following interim orders:

- An order that could otherwise be made by the Adjudicator or a Tribunal Member, or
- Renew an interim order previously issued by an Adjudicator (time limits apply).

An Adjudicator must be satisfied on reasonable grounds that urgent considerations justify the making of an interim order.

The CTTT can impose a penalty on a person who knowingly makes a false or misleading statement in, or in connection with, a request for an interim order.

The Adjudicator's decision

A request for an interim order is generally determined within 48 hours from the time the request is received by the CTTT. The Adjudicator must be satisfied on reasonable grounds that urgent considerations justify the making of the order.

Notices of the Adjudicator's order are sent by post or by other appropriate means (in the particular circumstances of the dispute) to the managing agent, the applicant, the person who the action is against, and the Owners Corporation or Association.

An interim order continues in force generally for 3 months from the date of the orders. The Adjudicator or Tribunal Member may extend the period in certain circumstances. The interim order may be revoked by the Adjudicator or by a Tribunal Member on appeal.

What happens to the substantive application?

Once the request for an interim order is determined, the substantive application will be processed in the usual way after the mediation process has been finalised.

Privacy of personal information

All information contained in an application is provided to all parties, including home/business addresses, phone and email details.

The privacy of personal information is important to the CTTT. The CTTT collects personal information to register application forms and make decisions about disputes. The CTTT may give personal information to another person or agency (e.g. NSW Fair Trading) as required or authorised by law

Decisions by the CTTT will generally be published, including on the internet, unless there are exceptional circumstances justifying the decision being withheld.

A person has a right to access their personal information and request the Registrar to correct any inaccuracies.

For information and assistance

Before lodging an application contact NSW Fair Trading on 13 32 20.

After lodging an application contact the CTTT on 1300 135 399.

For interpreting or translating assistance, contact the Telephone Interpreting Service (TIS) on 13 14 50 and ask for an interpreter in your language.