CTTT
Consumer, Trader & Tenancy Tribunal

Request for withdrawal of application

Please complete this form using BLOCK letters with a black or blue pen.

ONLY THE APPLICANT OR THEIR REPRESENTATIVE MAY WITHDRAW AN APPLICATION.

You should advise the respondent of your intention to withdraw the matter. A notice of order from the Tribunal withdrawing the application will be forwarded to all parties.

There is no time limit for withdrawals. However you should advise the Tribunal as soon as you are aware that a hearing is no longer required. Note: Early withdrawal advice will help the Tribunal reallocate valuable hearing time to other cases.

Hearing details

CTTT File Number: *For example: RT 12/12345*	
Hearing date: *Date matter is currently listed for hearing*	
Hearing venue: *Where matter is listed to be heard*	

Applicant details

Full name: *Include representative's details (if applicable)*	
Postal address:	
Email address:	
Contact number:	(H): (W): (M):

Multiple applicants *Complete only if applicable*

Do all the applicants consent to the application being withdrawn?	☐ Yes ☐ No
	Note: Where there are multiple applicants, the Tribunal can only withdraw the application if all applicants provide their consent in writing either on this form or separately.

Respondent

Has the respondent been advised of your intention to withdraw the application?	☐ Yes *(provide details)* ☐ In person ☐ By telephone ☐ In writing ☐ No

Name **Signature** **Date** / /

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 2001

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

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

Penrith Registry
Ground Fl, Cnr Belmore &
Station Sts, Penrith NSW 2750
PO Box 988, Penrith 2751

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

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

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

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