

(NEW RPM – Ch 2 Receiving, registering and checking an application)

2.2 Identifying an application for review

An application for review of a decision must be in writing.¹

Any document that indicates that a person wants review of a decision is to be treated as an application and recorded in TRACS.

There are 3 application forms.

1. Application for Review of Decision (Individual)
2. Application for Review of Decision (Organisation)
3. Application for Second Review of Decision

Each of these forms has a guide attached. They are available at [Forms | Administrative Appeals Tribunal](#)

Alternatively, an applicant can write a letter or send another type of document asking the AAT to review a decision.

Basic requirements for an application

As a minimum, an application should:

- include the applicant's name, address and contact telephone numbers
- identify the decision the applicant wants reviewed (attaching a copy of the decision if possible)
- identify when the applicant received the decision
- include a brief reason why the applicant wants the decision reviewed

See 2.5.1 for what to do if this information is not included in the application

An application may be received over the counter, by post, fax or email.

An application cannot be made by telephone. If a person attempts to make an application over the telephone, ask them to apply in writing.

A disability or difficulties with reading or writing may make it difficult for a person to make a written application. If a person comes to the counter and you think they are unable to make a written application, you may be able to assist them to complete an application form.. Make a comprehensive file note in TRACS about how you helped them.

If you are unsure about any aspect of an application or potential application, talk to your supervisor.

¹ Section 29(1)(a) of the AAT Act.