



## **APPLICATION FOR RECONSIDERATION / REVIEW OF A RVTS DECISION**

Before submitting an application for reconsideration or review of a RVTS decision, applicants should ensure they have read and are familiar with the provisions of the [RVTS Reconsideration, Review and Appeals Policy](#).

Applications must be submitted within the timeframe(s) stipulated in the policy.

### **SECTION 1: APPLICANT DETAILS**

Applicant Name

Address

Mobile Number

Email (Communication will usually be by email)

### **SECTION 2: ORIGINAL DECISION**

RVTS Body<sup>1</sup> by which the decision that is the subject of this application was made

Date of Decision

Please outline the decision that is the subject of this application

### **SECTION 3: APPLICATION FOR RECONSIDERATION / REVIEW**

Before lodging a formal appeal, an appellant must first go through the preliminary processes of:

- Reconsideration, and
- Review

Only one application for each of the reconsideration, review and appeal may be made in respect of an original decision.

---

<sup>1</sup> Body – as defined in the RVTS Reconsideration Review and Appeals Policy – pg. 3

This is an application for (select one):

- Reconsideration of a RVTS decision (proceed to 'Grounds for Application', below)
- Review of a RVTS decision (see below)

If this application is for review of a RVTS decision, has the decision already been reconsidered under the *RVTS Reconsideration, Review and Appeals Policy*? (refer clauses 8.1 and 8.2 of the Policy)

- Yes
- No

If 'Yes', RVTS Body that reconsidered the decision

Outcome of application for reconsideration

Date of Reconsideration Decision

If 'No', applicants must demonstrate to the satisfaction of the Chief Executive Officer exceptional circumstances that make it justifiable and appropriate for the process to commence at the 'review' stage (clause 6.3.4). Please outline any such exceptional circumstance(s).

### Grounds on which the application is made

Pursuant to clause 6.1.1 of the *RVTS Reconsideration, Review and Appeals Policy*, applications for reconsideration or review of a RVTS decision will only be accepted where there is demonstrable evidence of one or more of the grounds specified in the Policy.

Pursuant to clause 8.1.2 of the *RVTS Reconsideration, Review and Appeals Policy*, applications for review may only be sought in relation to the ground(s) on which the application for reconsideration was made.

Please indicate those ground(s) on which this application is made:

- That an error in due process occurred in the formulation of the original decision [6.2(a)]
- That the relevant approved regulation or policy was not correctly applied [6.2(b)]
- That procedures required by approved RVTS policies or regulations to be observed in connection with the making of the original decision were not observed [6.2(c)]
- That relevant and significant information, whether available at the time of the original decision or which became available subsequently, was not considered or not properly considered in the making of the original decision [6.2(d)]
- That irrelevant information was considered by the original decision-maker in the making of the original decision [6.2 (e)]

That the original decision was made in accordance with a rule or policy without regard to the merits of the particular case [6.2 (f)]

That the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision [6.2 (g)]

That the original decision was made for a purpose other than a purpose for which the power was conferred, or by a body that was not empowered to make the decision [6.2(h)]

### **Application Information**

Please outline information relevant to the ground(s) (specified above) on which your application is based.

Further information attached

### **Supporting Information / Documents**

Further information attached

List any attached documented / verifiable evidence in support of the ground(s) on which your application is made.

### **SECTION 4: DECLARATION**

In submitting this form:

- I confirm that I have read the *RVTS Reconsideration, Review and Appeals Policy* and agree to abide by the terms and processes set out therein; and
- I have provided all information relevant to my application with this form and acknowledge that failure to provide any and all relevant information may affect the outcome of my application

Signature of Applicant

Date

**SECTION 5: SUBMISSION**

This application, along with supporting documentation is to be submitted by email to:  
[ceo@rvts.org.au](mailto:ceo@rvts.org.au)

---

**Office Use Only**

Application for:

Reconsideration

Review of RVTS Decision

Approved

Not Approved

Date of decision: \_\_\_\_\_

Authorised by (name): \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrar notified of decision by: \_\_\_\_\_ on: \_\_\_\_\_

---

**Document control**

**Warning – Uncontrolled when printed! The current version of this document is kept on the RVTS Intranet.**

Authorised by: CEO

Current Version Date: January 2021

Original Issue Date: January 2021

Maintained by: Operations Manager

---