

Notice of appeal

REAL ESTATE AGENTS DISCIPLINARY TRIBUNAL



Section 111, Real Estate Agents Act 2008

When to use this form

Use this form to appeal a determination (the decision) of a Complaints Assessment Committee of the Real Estate Authority.

What you need with your appeal

To complete your appeal, you need to send:

- A fully completed form
- Copy of the decision of the Complaints Assessment Committee (CAC)
- The filing fee of \$30 (please read the payment information)

Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen if printing the form out to complete
- Answer every question on the form unless the instructions tell you otherwise
- **Alternatively**, you can always apply (and pay your filing fee) online.

Important information

You must file your appeal **within 20 working days after** the day on which you were given notice of the CAC determination (the decision).

The Tribunal may accept an appeal filed more than 20 working days after the date on which the notice was given (**but no more than 60 working days after that notice**) if the appellant satisfies the Tribunal that exceptional circumstances prevented the appellant from filing the appeal in time.

If your representative is not a lawyer, then you will need to complete an Authority to Act form and attach it with your appeal when you send it to the Tribunal.

If you need assistance with filling out the form please refer to the guide to filing an appeal which can be found at [justice.govt.nz/readt](https://www.justice.govt.nz/readt)

Payment information

The fee for filing an application is \$30.

You can pay the fee by;

- Credit/Debit card, please fill out the **credit/debit card form**,
- Direct credit payments
Account name: **Ministry of Justice**
Account number: **03 0049 0001063 00**, or
- Online by going to
<https://www.justice.govt.nz/tribunals/real-estate-agents/apply/>

If you need further assistance, then please contact the Tribunal on:

Ph: 04 462 6660

Fax: 04 462 6686

Email: READT@justice.govt.nz

Appeal fees are non-refundable.

Step 1. Appeal details

Are you filing your appeal outside of the 20-working day period? (Please tick to confirm)

Yes No

If yes, you **MUST** set out the exceptional circumstances and the reason why those circumstances prevented your appeal being filed within the 20 working day period on a separate sheet of paper. This will be submitted to the Tribunal for determination as to whether the appeal should be accepted for filing.

Step 2. Appellant details

Who were you in the original complaint? (Please tick ONE)

the Licensee the Complainant

Full name First _____ Surname/Family name _____

Organisation (If applicable) _____

What is your postal address? (This must be a physical New Zealand address)

Address No. _____ Street _____ Suburb _____
City _____ Post code _____

Phone Day _____ Mobile _____

Email _____

Step 3. Representation details

If you do not have any representation, then proceed to Step 4.

Note: If you choose to be represented, all communications will be to your nominated person only.

I authorise the following person to represent me:

Full name First _____ Surname/Family name _____

Firm name (If applicable) _____

Is your representative a lawyer? (Please tick to confirm)

Yes No

If no, your representative will need to fill out the Authority to Act form found at justice.govt.nz/readt

What is their postal address? (This must be a physical New Zealand address)

Address No. _____ Street _____ Suburb _____
City _____ Post code _____

Phone Day _____ Mobile _____

Email _____

Step 4. Other party details

Who were they in the original complaint? (Please tick ONE)

the Licensee the Complainant

Full name First _____ Surname/Family name _____

Organisation (if applicable) _____

What is their postal address? (This must be a physical New Zealand address)

Address No. _____ Street _____ Suburb _____
City _____ Post code _____

Phone Day _____ Mobile _____

Email _____

Step 5. Determination details (the decision)

CAC number _____

Date of the determination ____ / ____ / ____ (day/month/year)

Reference number _____

Step 6. Reasons for appealing

Please specify the reasons for your appeal. Ensure there is sufficient detail to fully inform the Tribunal and other parties:



If you need extra space, please attach a separate sheet to this application

Step 7. Sign and date this form

Appellant signature

Date

Step 8. Do a quick check

- You have answered every question
 -  You have attached a copy of the determination (the decision)
 -  You have attached any additional documentation to support your appeal
 - You have signed and dated this form; and
 - You have completed a credit/debit card form; or
 - You have paid by direct credit (provide a copy of the receipt with your application); or
 - You have paid online (provide a copy of the receipt with your application)
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Step 9. Send in this form

if you are using the credit/debit card form or paid by direct credit, then email it with your application to READT@justice.govt.nz

Or, or apply online by going to <https://www.justice.govt.nz/tribunals/real-estate-agents/apply/>

Or, you can fill in this form and post it with your completed credit/debit card form to:
Real Estate Agents Disciplinary Tribunal
SX11159
Wellington
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 04 462 6660