



## A Guide to Applying for a Review

### **When can you apply for a review to the Real Estate Agents Disciplinary Tribunal**

You can apply to the Real Estate Agents Disciplinary Tribunal (the 'Tribunal') to review a decision made by the Registrar of the Real Estate Agents Authority (the 'Authority') that adversely affects you.

### **Timeframe to apply for a review to the Tribunal**

You must lodge with the Tribunal written notice of your application for review. You must lodge your application within 20 working days of the date on which you are notified of the Authority's decision.

### **Are there any fees to lodge an application?**

There are no fees payable to lodge an application for review before the Tribunal.

### **Are there any other costs that I should be aware of?**

If you engage a lawyer or other person to represent you, you will need to meet the costs of that representation. You will have to pay the administrative and travel costs you incur in respect of your application.

### **How to apply for a review?**

To lodge an application with the Tribunal, you must complete and submit an application form to the Tribunal. If you wish to file this form by email, electronic signatures are required, along with electronic versions of any documents you might wish to refer to in respect of your application. Otherwise, sign a hard copy of the completed form and file with any related documents by courier, post or fax to:

**The Real Estate Agents Disciplinary Tribunal**  
**Private Bag 32-001**  
**Panama Street**  
**Wellington 6146**

**Ph: (04) 462 6660**  
**Fax: (04) 462 6707**  
**Email: [tribunals@justice.govt.nz](mailto:tribunals@justice.govt.nz)**

**Part 1: Applicant**

You must write your full legal name, clearly. State a postal address (this can not be a PO Box number) and your contact telephone numbers. You must give written notice to the Tribunal if your address for service and or telephone number changes.

**Part 2: Hearing**

The hearing of an application for review will generally be conducted without you or your representative, unless you expressly request in writing to be heard in person by the Tribunal.

The Tribunal will review your application and the Tribunal may confirm, reverse, or modify the decision of the Registrar.

**Part 3: Representation**

You may choose to be represented by either a lawyer or another person. If you choose to be represented, you must complete Part 3: Representation in the application. If you choose to be represented, all communications will be sent to your nominated person only.

**Part 4: Decision**

You must attach to your application a copy of the Registrar's decision you are wishing to have reviewed.

**Part 5: Grounds**

You should provide a clear statement of the reason(s) why you are seeking a review (i.e. why you consider the Registrar's decision to be wrong or unfair).

**Part 6: Checklist**

Before you submit your application please ensure you have satisfied each of the requirements in the checklist. Failure to do so will only cause delays in dealing with your application.

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**What happens next?**

On receipt of your application, the Tribunal will send an acknowledgement letter within a few working days. The Tribunal is required to send a copy of your application to the Registrar, and at the same time will request copies of any relevant documentation that relate to your application.

The Tribunal will advise you of any further information or documents required in order to carry out the review.

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**Will there be a hearing?**

You may attend a hearing before the Tribunal, only if you file a request to be heard in person. Where a hearing in person is required, the Tribunal will generally travel to the place that is most convenient. The Tribunal will determine the location of a hearing on a case by case basis.

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### The Tribunal's decision

The Tribunal may confirm, modify, or reverse a decision of the Registrar. Following the hearing whether in person or on the papers, the Tribunal will normally reserve its decision. In most cases a written decision will be sent to the applicant and the Registrar some time after the hearing.

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### Publication of the Tribunal's decision

The Tribunal will publish its decision on the Real Estate Agents Disciplinary Tribunal website unless an order is made prohibiting an aspect of publication having regard to the interests of any person and the public.

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### Appealing the Tribunal's decision

A person who is affected by a decision of the Tribunal may appeal to the High Court against that decision.

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### Tribunal Contact Details



The Real Estate Agents Disciplinary Tribunal  
Private Bag 32-001, Panama Street  
Wellington 6146

Level 1, 86 Customhouse Quay, Wellington 6011

[www.justice.govt.nz/tribunals](http://www.justice.govt.nz/tribunals)

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