

## Hearing attendance (for parties)

Complete this form if you are a party to the hearing proceedings.

**The hearing room(s) has limited capacity due to COVID-19 restrictions. You may also attend the hearing by telephone or MS Teams.**

Please read the notes below to assist with filling in this form.

### Hearing details

Description:

Describe the matter being heard, as per the newspaper notice or hearing advice letter.

Hearing date:

### Attendee details

#### Representor

Name(s):

Email address:

Contact number:

I wish to **speak at the hearing** **observe only** (select as appropriate)

I wish to use **telephone** **MS Teams\*** **In person** (select as appropriate)

Contact details (if different to above):

#### Representative (if any):

Name:

Email address:

Contact number:

They will appear by **telephone** **MS Teams** **In person** (select as appropriate)

#### Expert(s) (if any):

Name:

Email address:

Contact number:

They will appear by **telephone** **MS Teams** **In person** (select as appropriate)

Please provide the name, email and contact number of any additional experts with this form.

Please return your completed form to [tpc@planning.tas.gov.au](mailto:tpc@planning.tas.gov.au) **at least seven days before the hearing**. If you do not do so, it may not be possible to attend or phone in on the day of the hearing.

If you require any further information or require assistance with completing this form, please contact [tpc@planning.tas.gov.au](mailto:tpc@planning.tas.gov.au) or telephone 6165 6828.

\* MS Teams is a free downloadable application. It is the only application authorised for joining a Commission hearing by video or voice.

**NOTES:**

**a. Appearing at a hearing**

You may appear before the Commission if you made a representation to the matter being heard. If you did not make a representation and wish to appear, the Commission will determine whether you can be heard, on a case by case basis.

To manage the risk of COVID-19 you may appear by telephone or MS Teams.

If you wish to observe only, you can also do so by telephone or MS Teams. However, you are required to complete this form to assist the Commission's practical arrangements for the hearing.

Completed forms must be submitted not less than seven days before the hearing.

**b. Representation at the hearing**

You may represent yourself at a Commission hearing. However, you may have someone else represent you, for example a legal representative, planning expert, friend or family member.

**c. Experts**

If you have relied on expert evidence in support of your application or representation, such as from a traffic engineer or flora and fauna expert, the Commission and other parties may wish to ask them questions at the hearing. If you are unsure if your experts are required, please contact the Commission.