

APPLICATION FOR RECOVERY OF MONEY AND/OR CIVIL PENALTIES IN THE INDUSTRIAL COURT OF NEW SOUTH WALES

COURT DETAILS

Court Industrial Court of New South Wales
Case number

TITLE OF PROCEEDINGS

[First] applicant [name]

#Second applicant #Number of
applicants (if more than two)

[First] respondent [name]

#Second respondent #Number
of respondents (if more than
two)

JURISDICTION

This application is commenced in the Court's jurisdiction under:

- the *Industrial Relations Act 1996*
- the *Fair Work Act 2009*
- the *Work Health and Safety Act 2011*
- other: [] (*specify the Act*)

CLAIMS

A. The applicant claims:

- an order for the payment of money owed
- an order for a civil penalty

B. In respect of the following entitlements: (*state the nature of the entitlements claimed and their source, namely the relevant statutory provision, award, agreement or other industrial instrument*)

C. The applicant elects for these proceedings to be dealt with under the Court's small claims procedures.

Yes

No

FINAL ORDERS

The orders sought by the applicant are:

1.
2.
3.

GROUND OF APPLICATION

The grounds of the application are:

1. (*state the reasons for and particulars of the claim, including, if the claim is for the payment of money owed, details of how the amount is calculated (attach any further details)*)
2.
3.

APPLICANT DETAILS

Name [name]
Address
Email
Phone
Solicitor or Agent or Self-represented [name]

RESPONDENT DETAILS

Name
Address
Email address
Phone

SIGNATURE

#Signature of legal representative

#Signature of or on behalf of party if not legally represented

Capacity [eg solicitor, authorised officer, role of party]

Date of signature

LISTING DETAILS

The parties will be advised of the date, time and place when the Court will hear this Application. Any enquiries should be made to the Industrial Relations Commission List Clerk, telephone 02 8688 3516.

If the respondent does not enter an appearance when this matter is listed before the Commission, or if there is no attendance by a party or their counsel, solicitor or agent at the time and place as notified to the parties, the proceedings may be heard in their absence and an order may be made against the party who fails to attend.

COMPLIANCE WITH PRACTICE NOTES

Parties must comply with the Practice Notes of the Commission. The Practice Notes may be found at the following website: <https://www.irc.nsw.gov.au/irc/practice-and-procedures/practice-notes.html>.

REGISTRY ADDRESS

Street address	Industrial Court of New South Wales Level 1, 47 Bridge Street Sydney NSW 2000 or Level 10, 10 Smith Street Parramatta NSW 2150
Postal address	PO Box 927 Parramatta NSW 2124
Telephone	02 8688 3516