Form 103
Industrial Relations Commission Rules

APPLICATION, GENERAL FORM

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)	

[#FILING #ISSUING #PREPARATION] DETAILS

[#Filed #Issued #Prepared] for	**[name]** [role of party eg applicant]
#[#Filed #Issued #Prepared] in relation to	[eg applicant's claim, (number) cross-claim] [include only if form to be eFiled]
#Legal representative	[solicitor on record] [firm]
#Legal representative reference	[reference number]
Contact name and telephone	[name] [telephone]
Contact email	[email address]

[BODY OF FORM]

1 [ ]

2 [ ]

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