

APPLICATION AND INFORMATION FOR EXTENSION OF TIME APPLICATIONS

Victims of Crime Assistance Act 1976

What is an Extension of Time Application?

An Extension of Time Application is required when an application for Victims of Crime Assistance is made outside the prescribed time limit of 3 years. The Commissioner will determine whether “special circumstances” exist for not making an application within 3 years and if satisfied, will grant an extension.

What is the prescribed time limit?

If an adult at the time of the offence, an application must be lodged within three (3) years from the date of the offence.

For a child victim at the time of the offence, an application must be lodged before they turn 21 years old

If the offence occurred prior to 21 June 1976 there is no basis for an application.

What is a special circumstance?

A ‘special circumstance’, when used in relation to an Extension of Time Application, is a legal term which means something unusual, uncommon or exceptional. While a reason for not lodging an application may appear special to the individual applicant, in order to satisfy the legal requirement, the special circumstance must be able to be considered unusual, uncommon or exceptional amongst all Extension of Time Applications. Therefore the following are not considered to be special circumstances:

- *Not knowing of your right to apply for Victims of Crime Assistance*
- *Not knowing about the prescribed time limit for lodgement of applications*

What information should be included in the Extension of Time Application?

An applicant should include in the application all relevant information about why the application for financial assistance has not been lodged within the three year time limit.

What if more space is required than is available on the Application?

If additional space is required, additional pages may be attached to the application.

APPLICATION FOR EXTENSION OF TIME

Section 1 – Your Details

Full Name: _____

Date of Birth: _____

Address: _____

Daytime Contact Number: _____

If you are not available, would you like us to leave a message? Yes No

Date of Offence: _____

Name of Offender/s _____

Offence Type _____

Section 2 – Hearing Preferences

Applicants have the choice of how they would like their Extension of Time Applications determined. An applicant can elect to have their application determined 'on papers' or they may choose to attend a hearing with a Commissioner.

Does the applicant wish to attend a hearing or have the application decided on the information provided?

- I don't want to attend a hearing and want my application decided on my written application.

OR

- I wish to attend a hearing.

Section 3 – Important Points to Remember

What is not considered to be a ‘special circumstance’?

- Not knowing of your right to apply for Victims of Crime Assistance
- Not knowing about the prescribed time limit for lodgement of applications.

What may be considered to be a ‘special circumstance’?

Any circumstance that reasonably prevents the applicant from lodging an application within the prescribed time limit. This may include physical and / or psychological health issues. The applicant may wish to provide documents to support the application.

OATHS ACT 2001

STATUTORY DECLARATION

I,

(name, address and occupation)

do solemnly and sincerely declare that

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(facts)

I make this solemn declaration under the *Oaths Act 2001*.

Declared at

(place)

on

(date)

.....

Signature

Before me,

.....

(Justice, commissioner for declarations or authorised person)