

How to apply to the South Australian Civil and Administrative Tribunal (SACAT)

SACAT helps South Australians resolve issues within specific areas of law, including the area of Guardianship and Administration.

You can make an application to SACAT if:

- You have medical evidence that the person concerned has impaired decision-making capacity, **and**
- There is a decision that needs to be made now, **and**
 - There is no Advance Care Directive or Power of Attorney in place.
 - There is no one to help informally (family or friends).
 - There is no 'Person Responsible' to make health care decisions.
 - Informal support/arrangements are not working.
 - The person does not agree with the informal decisions being made.
 - There is conflict about decisions or decision-makers.

How to apply

1. Go to the [South Australian Civil and Administrative Tribunal \(SACAT\) website](#).
2. Select **About SACAT** from the navigation menu.
3. Under **Publications and resources**, select **Forms**.
4. Download the **Medical or Psychological Report** form.
5. Ask the person's General Practitioner (GP) or another relevant health professional, such as a psychologist, to complete the form. The information in the report helps SACAT understand the person's decision-making capacity.

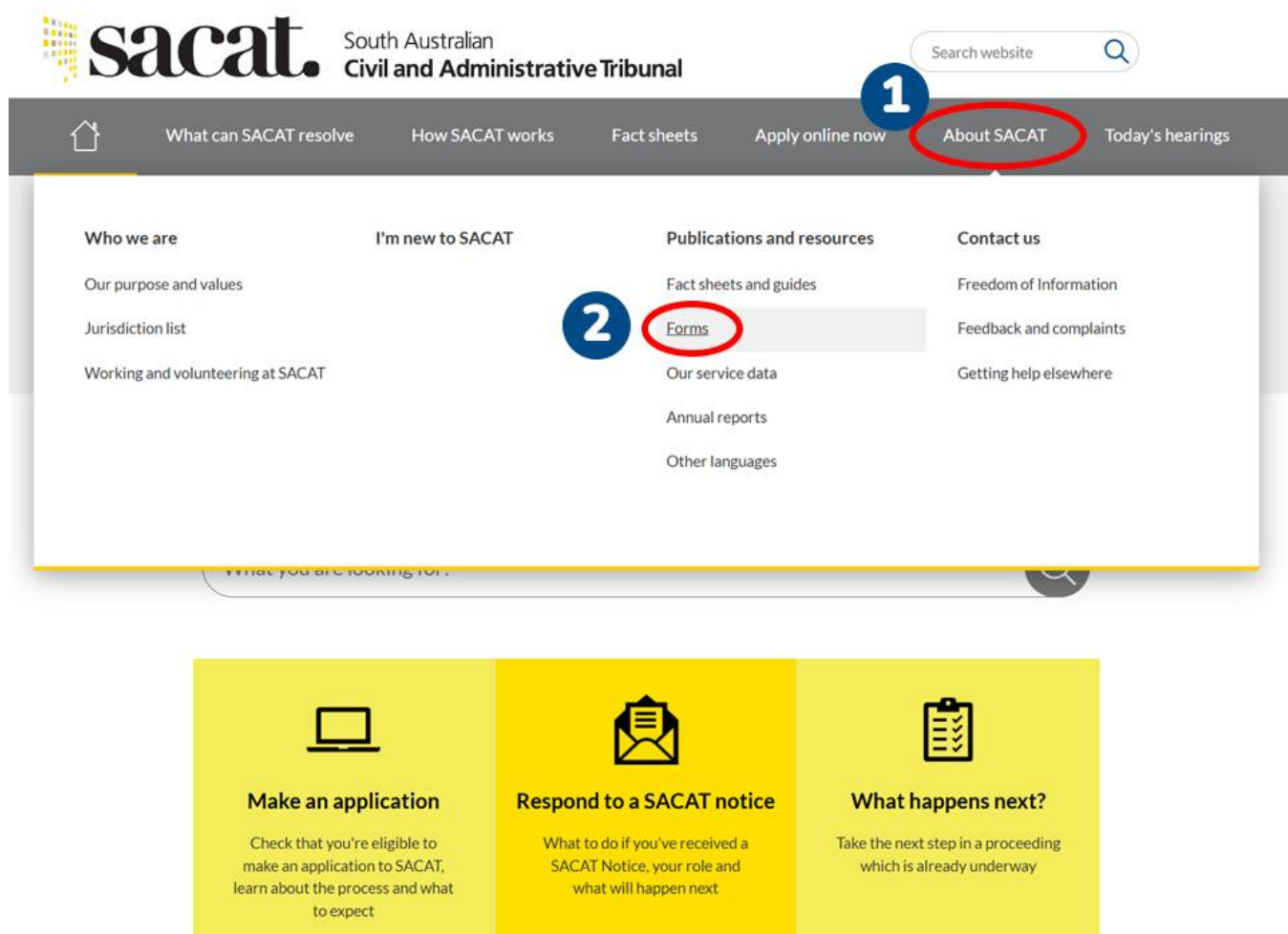


Figure 1: How to find forms on the SACAT website.

[Reports](#)[What can SACAT resolve](#)[How SACAT works](#)[Fact sheets](#)[Apply online now](#)[About SACAT](#)[Today's hearings](#)[Home](#) > [About SACAT](#) > [Publications and resources](#) > [Forms](#)

Forms

[Who we are](#)[I'm new to SACAT](#)[Publications and resources](#)[Fact sheets and guides](#)[Forms](#)[Our service data](#)[Annual reports](#)[Other languages](#)[Contact us](#)

Automatic review

- [Automatic review of Administration Order - Response form for Interested Persons \(DOCX, 262.0 KB\)](#)
- [Automatic review of Administration Order - Response form for Private Administrator \(DOCX, 267.5 KB\)](#)
- [Automatic review of Administration Order - Response form for Protected Person \(DOCX, 261.4 KB\)](#)
- [Automatic review of Administration Order - Response form for Public Trustee Administrator \(DOCX, 270.0 KB\)](#)
- [Automatic review of Guardianship Order - Response form for Protected Person \(DOCX, 262.0 KB\)](#)
- [Automatic review of Guardianship Order - Response form for the Protected Person, Guardian or Interested Person \(DOCX, 262.0 KB\)](#)
- [Automatic review of Special Powers - Response form for the Guardian, Substitute Decision Maker or Interested Person \(DOCX, 261.9 KB\)](#)
- [Automatic review of Special Powers - Response form for the Protected Person \(DOCX, 261.5 KB\)](#)
- [Report on mental incapacity for automatic review of order \(DOCX, 261.6 KB\)](#)

Guardianship and administration

- [Medical or Psychological Report Form \(DOCX, 227.1 KB\)](#)

Housing

- [Payment of Bond \(PDF, 199.2 KB\)](#)

Figure 2: Finding the Medical or Psychological Report Form.

Start the application

6. Once the medical or psychological report has been completed, go to the [South Australian Civil and Administrative Tribunal \(SACAT\) website](#) and select **Make an application**.
7. Select **Begin your application** to start the online application.

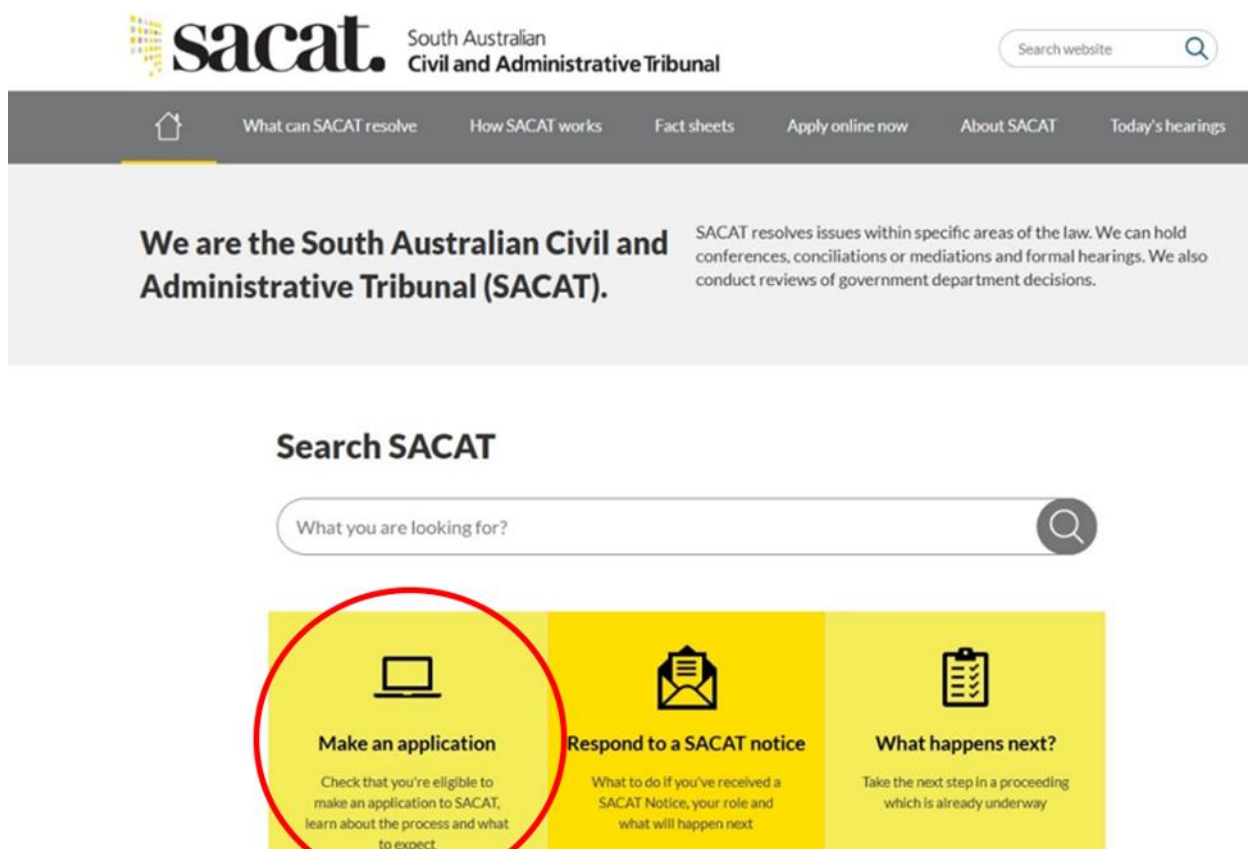


Figure 3: Starting an online application on the SACAT website.

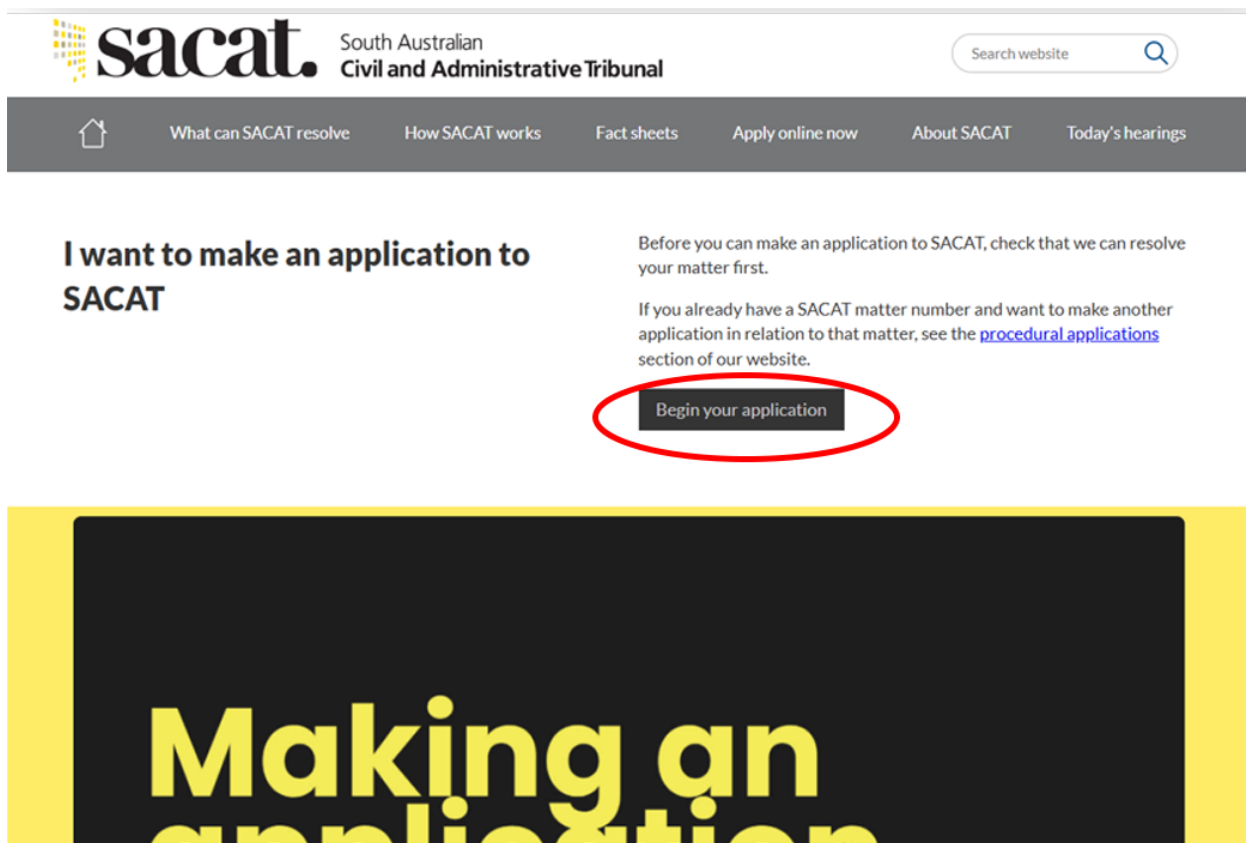


Figure 4: Starting an online application on the SACAT website.

8. You can apply for:

- a Guardianship Order
- an Administration Order
- a Section 32 Order
- revocation of a Substitute Decision Maker
- revocation of an Advance Care Directive.

Refer to the relevant fact sheet for more information about each type of application.

9. If you are unsure which application is appropriate, contact the **Office of the Public Advocate (OPA) on 1800 066 969**.

10. If you do not have access to a computer or have difficulty using the SACAT website, contact SACAT on **1800 723 767**. SACAT can provide assistance or help you make an application over the phone.

Once your application is submitted

- You will receive an email with your application tracking or lodgement number.
- South Australian Civil and Administrative Tribunal (SACAT) will process your application and list the matter for a hearing.
- You and any other interested parties will receive an email or letter with the date and time of the hearing.

How long will this take?

- The process generally takes **4 to 6 weeks**.
- If there is a serious risk to the person or others, you can request that SACAT hear the matter urgently. SACAT will decide whether the matter can be heard urgently.
- If your application is urgent, it may be helpful to contact SACAT directly after submitting your application to discuss the urgency of your matter.