## Important notes

This form is to be used when a client has become entitled to pursue a common law claim pursuant to the processes in the Supplementary Common Law Protocols and the client’s lawyer is in a position to arrange a common law protocol conference.

Please ensure the form meets the criteria outlined in Chapter 7 of the Supplementary Common Law Protocols.

## Where do I send this form?

Please email to:

[protocols@tac.vic.gov.au.](mailto:protocols@tac.vic.gov.au.) Please include the words ‘**Common Law Application Form**’, the client’s **TAC claim number** and the **lawyer’s reference** in the email subject line.

## Client details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Claim number |  | Date of accident | | |  | Date of birth |
|  |  | / / | | |  | / / |
| Client first name | | |  | Client last name | | |
|  | | |  |  | | |

## Client’s lawyer

|  |  |  |
| --- | --- | --- |
| Firm name |  |  |
|  | | |

|  |
| --- |
| Firm address |
|  |
| Post code |

|  |  |  |
| --- | --- | --- |
| Practitioner |  | Email |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phone number |  | Reference number |  |  |
|  |  |  |  |  |

## Defendant information

Please provide name(s) of all parties against whom a Common Law claim is proposed with registration details of vehicles (if known):

|  |  |  |
| --- | --- | --- |
| Defendant |  | Registration Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Supporting documentation

Please provide the following list of documents relied upon in the application (where appropriate) and attach copies where not previously provided to the TAC:

|  |  |  |  |
| --- | --- | --- | --- |
| Accident circumstances, liability reports or witness statements | | | |
| 1. |  | 3. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. |  | 4. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Medical material (treaters, JMEs, IMEs, operation reports, radiology results etc.) | | | |
| 1. |  | 5. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. |  | 6. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. |  | 7. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. |  | 8. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Financial documentation | | | |
| 1. |  | 4. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. |  | 5. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. |  | 6. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Additional information (e.g. school reports etc.) | | | |
| 1. |  | 3. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. |  | 4. |  |

|  |  |
| --- | --- |
| A claim will be made for pecuniary loss | Yes  No |

## Guardian/Administrator

|  |  |
| --- | --- |
| Has the client had a guardian or administrator appointed? | Yes  No |

If yes, please provide supporting documentation.

|  |  |  |
| --- | --- | --- |
| Date of lodgement |  | Lodged by |
| / / |  |  |

**The form is completed on a without prejudice basis to promote the efficient administration of the Protocols and cannot be relied upon in any later Court or Tribunal proceedings (unless otherwise agreed).**

## The TAC’s privacy policy

The TAC respects the privacy of clients. The TAC will retain any information provided to the TAC as part of the serious injury/common law process, and may use or disclose that information to make further inquiries or assist in the ongoing management of the client’s TAC claim. The TAC may also be required by law to disclose any information provided to the TAC. If you require further information about the TAC’s privacy policy, please call the TAC on 1300 654 329 or visit our website at [www.tac.vic.gov.au](http://www.tac.vic.gov.au)