



# SAT

State  
Administrative  
Tribunal

## DECLARATION OF SERVICE

Western Australia

**Matter No:** \_\_\_\_\_

### BETWEEN

*(Applicant)*

*(Respondent)*

I, ..... of  
*(full name in block letters)*

.....  
*(address)*

.....  
*(occupation)*

sincerely declare as follows:

On ....., I served the following document/s:  
*(date)*

[Select one or more as appropriate]

Application

Summons to witness

Other document/s as described here:

.....

upon .....  
*(name of person or party served)*

I served this document/s by: [Select one and provide the details for that method of service]

Personal service –

by leaving the document/s with

..... at .....  
*(person served)* *(address)*

Pre-paid post –

by sending a copy of the document/s to the person served at

.....  
*(address)*



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Ordinary service –

by leaving a copy of the document/s at

.....at.....  
(address of person served) (time)

by delivering or leaving the document/s, or posting the document/s as a letter

.....  
(describe which)

at.....  
(principal place of business or principal office of corporation or association served)

by sending the document/s to the specified or authorised facsimile number

.....  
(specify facsimile number)

by sending the document/s to the specified or authorised email address

.....  
(specify email address)

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the **Oaths, Affidavits and Statutory Declarations Act 2005** at

....., on.....  
(place of declaration) (date)

.....  
(signature of person making declaration)

in the presence of - .....  
(signature of authorised witness)

.....  
(name of authorised witness and qualification as such a witness )

PLEASE SEE NEXT PAGE FOR LIST OF AUTHORISED WITNESSES AND INFORMATION REGARDING SERVICE.

## Authorised Witnesses

This Declaration must be made before any of the following persons: -

Academic (post-secondary institution)	Loss Adjuster
Accountant	Marriage Celebrant
Architect	Member of Parliament
Australia Consular Officer	Minister of Religion
Australian Diplomatic Officer	Nurse
Bailiff	Occupational Therapist
Bank Manager	Optometrist
Chartered Secretary	Patent Attorney
Chemist (Pharmacist)	Physiotherapist
Chiropractor	Podiatrist
Company Auditor or Liquidator	Police Officer
Court Officer (magistrate, registrar or clerk)	Post Office Manager
Defence Force Officer	Psychologist
Dentist	Public Notary
Doctor	Public Servant (State or Commonwealth)
Electorate Officer (State – WA only)	Real Estate Agent
Engineer	Settlement Agent
Industrial Organisation Secretary	Sheriff or Deputy Sheriff
Insurance Broker	Surveyor
Justice of the Peace	Teacher
Lawyer	Tribunal Officer
Local Government CEO or Deputy CEO	Veterinary surgeon
Local Government Councillor	

Or any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

Further information on witnessing documents is available at [www.dotag.wa.gov.au](http://www.dotag.wa.gov.au)

## Service

- 1) Rules 26-28 of the *State Administrative Tribunal Rules 2004* prescribe the method of service required in particular cases.
- 2) Rules 31-33 of the *State Administrative Tribunal Rules 2004* prescribe requirements for personal service, service by prepaid post and ordinary service.