

FORM INSTRUCTIONS: If you are accessing this form from the B.C. Government website, it can be completed on a computer. It can also be printed and completed by hand. If you are completing it by hand, please print clearly and use dark ink. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed and fill in the remaining fields by hand. **You cannot save the completed form to your computer.** After you complete the form, make sure you review the form for accuracy and print the number of copies you need before you close the document.

RTB File #:

Applicant Information: (party requesting the alternate hearing or conference format)

Tenant	Landlord
first and middle name	last name

Applicant Address: (address for service of documents)

site/unit #	street # and name	city	province	postal code
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Dispute Address:

site/unit #	street # and name	city	province	postal code
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What is the date and time of your hearing or conference? (as noted in your Notice of Dispute Resolution package)	Date (DD/MM/YYYY)	Time
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Request for alternate hearing format:

I am requesting an alternate hearing or conference format on the grounds of: (Choose all that apply. You must provide sufficient evidence to support your claim)

History of abusive interactions Physical or mental disability Physical, geographic, or language barrier	Both parties have legal representation Large number of participants
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I am requesting the following type of hearing or conference: In person Written Other

Please provide details of your alternate hearing or conference request below: (use additional sheet if required)

Your personal information is collected under section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Residential Tenancy Act. If you have any questions regarding the collection of your personal information, please call 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

Please Note:

- Alternate hearings and conferences are only granted in exceptional circumstances.
- You must clearly demonstrate in your request how your situation meets the requirements to grant an alternate hearing or conference. Refer to Policy Guideline 44: Format of hearings for more information.
- You must submit all supporting evidence with this request form.
- The other party must be given an opportunity to respond to the request for an alternate format.
- The RTB will contact the other party to determine their position on an alternate hearing or conference format. The submissions and evidence of both parties considered when making a decision. You will receive a written decision regarding your request.
- If your request for an in person hearing or conference is granted, you are responsible for all costs associated with your attendance at the hearing or conference. There may be a significant distance to travel to a location where an in person hearing is held.
- **You must submit this form by emailing it to HSRTO@gov.bc.ca or providing it in person at the Residential Tenancy Branch office in Burnaby or at a Service BC location. Do not submit this form by uploading it to your dispute file. If you do so, your request will not be considered.**

Deadline: You **must** submit your request as soon as possible and in any event not less than **30 days** before the hearing or conference date. For expedited hearings, you must submit your request within **3 days** of the date you received or are deemed to have received the Notice of Dispute Resolution proceeding package.

Notice of Dispute Resolution Proceeding:	Date Issued: (DD/MM/YYYY)	Date received: (DD/MM/YYYYYY)
How did you receive the notice? If you are submitting this request after the deadline, please explain why it is being submitted late:		

Signature:

- I, the Applicant/Agent for the Applicant, apply to the Director of the Residential Tenancy Branch for an alternate hearing or conference format

DD/MM/YYYY	full name of primary applicant (print)	signature of primary applicant
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Residential Tenancy Branch Contact Information:

Email: HSRTO@gov.bc.ca Note: Evidence cannot be submitted by email.
Website: www.gov.bc.ca/landlordtenant
Phone: (604) 660-1020 in Greater Vancouver; (250) 387-1602 in Victoria, 1-800-665-8779
DO NOT CALL THIS NUMBER FOR YOUR HEARING
In Person: **Lower Mainland**
400 - 5021 Kingsway
Burnaby, BC, V5H 4A5
Outside of Lower Mainland
Visit one of our many Service BC Offices listed at www.servicebc.gov.bc.ca