

Takutai Moana Financial Assistance Scheme

Rescheduling Costs Request Form – October 2025 - July 2027

Rescheduling Costs Guidelines:

Rescheduling costs are for applicants (including interested parties) involved in the 7 hearings that are required to be reheard following the updated test laid out in the Amendment Act. Rescheduling funding up to \$15,000 (plus GST if applicable) can be used for the purpose of:

- Submitting on the **scheduling** of a rehearing
- Attending required case management conferences (CMCs) pertaining to the scheduling
- Responding to directions/minutes from the Court
- Correspondence between the Court, other parties, client, etc.
- Reporting to client on hearing developments
- Project management and administration relating to rescheduling matters

An approved Budgeted Workplan (BWP) is required to access this funding. Once a BWP is approved, reimbursement requests can then be submitted as per the normal process. Please note only eligible costs in line with the Reasonable Cost Guidance for the Financial Assistance Scheme (FAS) will be reimbursed. Rescheduling costs are dedicated specifically to activities that support the organisation and coordination of the rehearing schedule. This ensures applicants and interested parties have the resources they need for all rescheduling-related tasks. Funding for other rehearing needs, such as preparing research or evidence, or drafting memoranda, affidavits, or other documents required for the rehearing itself, is available through the Rehearing Activity and Court Workstreams once a rehearing date has been set. These additional costs can be accessed separately and should be submitted under the relevant workstream rather than through the Rescheduling allocation.

Use this form to request reimbursement for costs incurred relating to the **Rescheduling Workstream expenses**, where approval has been provided by Te Tari Whakatau. Reimbursements are for expenses where you have already incurred the costs (including when you have received an invoice for the costs that you haven't yet paid). Email the completed form with any supporting information to fundingtakutai@whakatau.govt.nz. For more information about available funding, please visit our [website](#).

Please note, before requesting reimbursement of costs, you must have a Budgeted Workplan approved by Te Tari Whakatau.

APPLICANT DETAILS

Name of Applicant Group

CIV/MAC/IP number

REQUEST

Amount Requested (inc. GST)

Period Covered

CHECKLIST

Please use the checklist below to confirm the documents you have provided with your funding request. Please note that incomplete or incorrect information may result in your request being returned to you for correction or clarification.

- Costs included in this reimbursement request, solely relate to Rescheduling matters.
- Complete Funding Request Form, including Summary of Costs in the Appendix
- Costs within the funding request are compliant with the Scheme's guidelines.
- Supporting invoices and timesheets for expenses.
- Supporting receipts for disbursement costs.
- Any other relevant supporting documentation relating to expenses.
- If any of your application details have changed (including the Funding Representative or bank account details), please complete a [Change Applicant Details Form](#).

PAYMENT AUTHORISATION

As the Funding Representative, I authorise Te Tari Whakatau to pay the requested amount into my nominated bank account.

DECLARATION

I confirm that my application has submitted a BWP that has been approved in writing by Te Tari Whakatau.

I confirm that the costs being claimed in this request align with the approved budgeted workplan.

I confirm that all information provided in this request and in any attachments is truthful and accurate.

Name of Funding Representative

Signature

Date

APPENDIX: SUMMARY OF EXPENSES INCURRED

Summary of the costs covered in this request

Expense	Amount	Comments (where required)
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