

33. Ordinary service: how effected

- (1) For the purposes of subrule (2), the proper address of a person is —
 - (a) the address for service in the proceedings of that person;
 - (b) the address of that person’s legal practitioner, litigation guardian, guardian ad litem or agent; or
 - (c) if, at the time when the copy is to be left or posted under that subrule, the person has no address for service in the proceedings, the person’s usual or last known place of business or residence.
- (2) If a document is required to or may be given by ordinary service, it is given —
 - (a) by leaving a copy of the document at the proper address of the person to be served between the hours of 9 a.m. and 5 p.m. on a business day;
 - (b) by giving a copy of the document in accordance with the *Interpretation Act 1984* section 76(d);
 - (c) if the person to be given the document has specified or authorised a number for service by facsimile transmission under rule 4 or 13(4), by sending the document to the specified or authorised facsimile number;
 - (d) if the person to be given the document has specified or authorised an address for service by email under rule 4 or 13(4), by sending the document to the specified or authorised address; or
 - (e) if the person to be given the document is a public sector body, by sending the document to the body’s address for service in the proceedings.
- (3) A document must not be given under subrule (2)(c), (d) or (e) if the document (including any attached document) is more than 20 pages.
- (4) Despite subrule (3), a document (including any attached document) of more than 20 pages may be given under subrule (2)(c), (d) or (e) if the person to be given the document has agreed to receive a document containing an agreed number of pages more than 20 pages.
- (5) If a document is given under subrule (2)(c), (d) or (e), the first page of the document (the “**cover sheet**”) must contain the following information —
 - (a) the giver’s name, postal address, telephone number, facsimile number and email address;
 - (b) the total number of pages (including the cover sheet) being transmitted;
 - (c) the date and time the document was sent;
 - (d) that the document is being sent in relation to an application to the Tribunal.
- (6) The time of giving any document is, where the document or copy of the document —
 - (a) is sent by post under subrule (2)(b), 2 business days after the day on which the document was posted; or

- (b) is sent by facsimile transmission or email under subrule (2)(c), (d) or (e), at the time the facsimile or email is received.
- (7) If a facsimile or an email is received after 4.00 p.m. on any day, it is to be taken to have been received on the next business day.