*Building Units and Group Titles Act 1980*  
This form is effective from August 2023

**Application for an order by a referee**

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| **Office Use Only**  Date lodged………………… Time lodged…..…….….. File subject matter………………… MIS ref number…………………….. | | | | | |
| **Section 1** | | | | | |
| Body corporate / parcel information  Please supply the registered details of the body corporate / parcel. | Name of body corporate / parcel | | | | |
| Plan type and number | | | Number of lots | |
| Physical address of scheme | | | | |
| Locality / Suburb | | State | | Postcode |
| Contact Titles Queensland on 07 3497 3479 to obtain plan information if not already known. | | | | |
| **Section 2** | | | | | |
| Secretary’s information  Please supply the contact details for the elected secretary.  If no secretary elected, please advise in this section. | Name | | | | |
| Address | | | | |
| Locality / Suburb | | State | | Postcode |
| Daytime/mobile phone number/s | | | | |
| Email | | | | |
| **Section 3** | | | | | |
| **Body corporate manager’s information**  Please supply details of the current body corporate manager for the parcel.  If no body corporate manager appointed, please advise in this section. | Name | | | | |
| Company name | | | | |
| Address | | | | |
| Locality / Suburb | | State | | Postcode |
| Daytime/mobile phone number/s | | | | |
| Email | | | | |
| **Section 4** | | | | | |
| **Section 4(a)**  **Applicant’s information**  Complete the applicant’s details as registered (for example, the name of the owner as it appears on the title search). | Name | | | | |
| Address | | | | |
| Locality / Suburb | | State | | Postcode |
| Daytime/mobile phone number/s | | | | |
| Email | | | | |
| Lot number/s | on plan type and number      \_\_ | | | |

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| **Section 4(b)**  **Are you applying as?**  See *section 77(1)* and *sections 79-94C* of BUGTA for details of persons who may apply for an order by a referee. | a proprietor (owner) of a lot  an occupier of a lot  the body corporate  the body corporate manager  a person with an interest in a lot *(e.g. a mortgagee in possession)* | | |
| **Section 5** | | | |
| **Section 5(a)**  **Respondent’s information** | Name | | |
| Address | | |
| Locality / Suburb | State | Postcode |
| Daytime/mobile phone number/s | | |
| Email | | |
| **Section 5(b)**  **Is the respondent?**  See *section 77(1)* and *sections 79-94C* of BUGTA for details of persons against whom an order may be made. | a proprietor (owner) of a lot  an occupier of a lot  the body corporate  the body corporate manager  a person with an interest in a lot *(e.g. a mortgagee in possession)*  chairperson, secretary or treasurer *(please indicate)* | | |
| **Section 5(c)**  **Are other persons affected by the order sought by you?**  Provide contact details for all affected persons unless they are a class of person such as ‘all owners’. | Yes *(provide details below or attached)*  No | | |
| **Section 6** | | | |
| **What attempts have you made to resolve the dispute by internal dispute resolution?**  A referee may not have jurisdiction to decide your application unless satisfied that you have made reasonable attempts to resolve the dispute.  If insufficient space, attach details on an A4 page under the heading:  “*6. Self resolution”* |  | | |
| **Section 7** | | | |
| **Order/s sought**  *Section 77(1)* of BUGTA provides the general power of a referee to make an order.  *Sections 79-94C* of BUGTA provide for specific orders.  State what order/s you want a referee to make to resolve the dispute.  If insufficient space, attach details on an A4 page under the heading:  *“7. Orders sought”* | This application is made under section       of BUGTA.  (e.g. Section 77(1))  Order/s sought: | | |
| **Section 8** | | | |
| **Interim order sought**  (if applicable)  See *section 76* of BUGTA.  Only complete if the application is made under *section 77(1)* of BUGTA and an interim order is required before the final order is determined because of urgent circumstances *(note - additional fee applies).*  An interim order only has effect for 3 months from the date of the order, or for a maximum of 6 months if the referee then renews the order.  If insufficient space, attach details on an A4 page under the heading:  *“8. Interim orders sought”* |  | | |

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| **Section 9** | |
| **Grounds**  A statement of groundsshould clearly outline the history and nature of the issue, what action has been taken and when, and why you consider each of the outcomes sought should be made.  If an interim order is sought, separate grounds should be provided detailing the urgency and basis for that order.  Relevant supporting documents (e.g. meeting minutes, correspondence, plans and photographs) should be attached and referenced.  If insufficient space, attach details on an A4 page under the heading:  *“9. Grounds”* |  |

I am the person named as the applicant  
**OR**

I am authorised by the named applicant to lodge the application

My name:

My relationship to the applicant is:

committee member (attach minutes of committee or body corporate decision)

company director (attach document stating directorship from ASIC or on company letterhead)

other (attach authority)

### AND

The information contained in this application is not false or misleading to the best of my knowledge

**Do you identify as Aboriginal, Torres Strait Islander, or Australian South Sea Islander?**

|  |  |
| --- | --- |
| Yes, Aboriginal  Yes, Torres Strait Islander  Yes, both Aboriginal and Torres Strait Islander | Yes, Australian South Sea Islander  No  Prefer not to say |

The information requested in this form is collected under the authority of the Building Units and Group Titles Act 1980. Information in the application and any attachments will be disclosed to other parties in the dispute. It is collected for the purpose of resolving disputes under the Act and for providing information to the community. If an order is made in relation to the application, information in the application may be referred to in the order which will be published and publicly available. Read more in the [Privacy Statement](https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/690260b1-61a2-4cf8-889b-6e8e5b9d5ef4/bugta-privacy-statement.pdf?ETag=9d83a823acc9516cec0a04d33d0b6e25).

**APPLICATION FEE: See our** [**website**](https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/disputes/building-units-and-group-titles-act-fees) **for** [**current application fees.**](https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/disputes/fees)