

BUGT Act

Building Units and Group Titles Act 1980, section 72

Department of Justice

Application for an order by a referee

Use this form to apply for a referee's order to solve a body corporate dispute. You can also apply for an interim order using this form. An interim order is a temporary order. It is only for urgent situations. For example, to put a stop to a harmful action while you are waiting for a decision on your final order.

A referee will review your application and make a legally binding decision based on the submissions and evidence. A referee can only help with a dispute if your body corporate doesn't have a community management statement (CMS) registered.

Before you apply

For help to fill out the form read the [referee application guide](#).

Use the checklist to make sure you have done all the steps before you submit the form. Find out more about the referee process by watching our video [Understanding the referee order process](#).

What you will need

To fill out the form you will need to have details about your body corporate, including the:

- registered name
- secretary's contact information
- manager's contact information.

If you don't know the registered name of your body corporate, contact [Titles Queensland](#) on **07 3497 3479**.

You may need to refer to the [Building Units and Group Titles Act 1980](#) (BUGT Act) for parts of the form.

Attaching additional pages

If you need more space to complete a section, you can attach a separate page. Please make sure each attached page is clearly labelled with the section number and your name. For example, 'Section 5c Joe Smith'. If you are submitting this form online, you can attach the pages as a Word document or PDF.

Fees

There is a fee to apply. We can only process your application after you pay the fee. See our website for [current application fees](#). The fee is not refundable. If you can't afford to pay, you can [apply to have your fee waived](#).

Help with the form

If you have questions about parts of the form, you can contact our Information and Community Education Unit on freecall **1800 060 119** or by email at bccm@justice.qld.gov.au. We can help explain the questions in the form. We can't help with legal advice or tell you what to write. You can also ask someone to help you fill out this form. For example, a family member or support person.

Section 1 – Body corporate/parcel information

If you don't know your body corporate's registered name, plan type and number, you can contact [Titles Queensland](#).

Name of your body corporate/parcel	
Plan type and number of your body corporate	
Number of lots	
Street address of the body corporate	
Area or suburb	
State	
Postcode	

Section 2 – Secretary's information

Include the name of your body corporate secretary and a way to contact them. If your body corporate doesn't have secretary, please write 'nil' in this section.

Name of your body corporate secretary	
Email	
Mobile phone	
Other phone	
Address	
Area or suburb	
State	
Postcode	

Section 3 – Body corporate manager's information

Include the name of your body corporate manager and a way to contact them. If your body corporate doesn't have a manager, please write 'nil' in this section.

Name of your body corporate manager	
Company name	
Email	
Mobile phone	
Other phone	
Address	
Area or suburb	
State	
Postcode	

Section 4 – Who are the applicant and respondent?

The **applicant** is the person or party applying for the order. For example, you as an owner or you on behalf of the body corporate.

The **respondent** is the person or party you are in dispute with. For example, a committee member or a letting agent. They will need to respond to the order.

The applicant must fill out this section.

We can only look at disputes between certain applicants and respondents. First, tick the box that says what type of applicant you are. Next, tick the box that says who the respondent is.

Who is the applicant?	Who is the respondent?
<div><input type="checkbox"/> the body corporate</div> <div><input type="checkbox"/> the owner(s) of lot <input type="text"/></div> <div><input type="checkbox"/> the occupier(s) of lot <input type="text"/></div> <div><input type="checkbox"/> the body corporate manager</div> <div><input type="checkbox"/> a person with an interest in a lot (such as a lender)</div> <div><input type="checkbox"/> the mortgagee of a lot</div> <div><input type="checkbox"/> a person to who signed a contract to buy a lot</div> <div><input type="checkbox"/> a person who is able to vote at a general body corporate meeting</div> <div><input type="checkbox"/> a past applicant who got a court order against the body corporate</div> <div><input type="checkbox"/> a judgement creditor – for example, if the body corporate hasn't paid an amount of money ordered by the court</div> <div><input type="checkbox"/> the respondent from a past application</div> <div><input type="checkbox"/> an affected person from a past application</div>	<div><input type="checkbox"/> the body corporate</div> <div><input type="checkbox"/> the owner(s) of lot <input type="text"/></div> <div><input type="checkbox"/> the occupier(s) of lot <input type="text"/></div> <div><input type="checkbox"/> the body corporate manager</div> <div><input type="checkbox"/> a person with an interest in a lot</div> <div><input type="checkbox"/> the chairperson of the body corporate committee</div> <div><input type="checkbox"/> the secretary of the body corporate committee</div> <div><input type="checkbox"/> the treasurer of the body corporate committee</div> <div><input type="checkbox"/> the applicant of the past application</div>

Section 5(a)**Applicant's contact details**

If you are applying on behalf of the body corporate, give its details. For example, 'The body corporate for Seaview'.

If you are applying as the owner or occupier, give your details here.

If you are the owner, the details must match Titles Queensland records. For example, the name of the owner should match how it appears on the title search.

Name	
Email <i>This is the way we prefer to contact you</i>	
Mobile phone	
Other phone	
Postal address	
Area or suburb	
State	
Postcode	
Plan type and number	

Section 5(b)**Respondent's contact details**

The applicant must fill out this section.

Give the details of the person or party you are in a dispute with. If the respondent is an owner, you can contact [Titles Queensland](#) to find out their details. Their details must match [Titles Queensland](#) records. For example, the name of the owner should match how it appears on the title search.

If the other party is a group or business, give the group's name. For example, 'The body corporate for Seaview'.

You don't have to fill out this section if you are applying for an order under section 94A of the BUGT Act.

Name	
Email	
Mobile phone	
Other phone	
Postal address	
Area or suburb	
State	
Postcode	

Section 5(c)

Affected persons

Will the outcome of this dispute affect anyone else? For example, a caretaking service contractor or another lot owner or occupier.

☐ No

☐ Yes – Give the name and contact details below or attach a separate page with the heading ‘Section 5(c)’.
If it affects all owners and occupiers, or a particular class of owners, you must write ‘all owners’ or the class of owners. For example, ‘all commercial lots’ or ‘all lots with a carpark’.

Section 6 – Orders sought

What orders do you want?

Tell us what orders you want the referee to make to solve the dispute. For example, ‘An order to stop the body corporate cutting down the tree in the common property garden’.

Tell us what section of the Act is relevant to these orders, if you know.

Section 77 of the [BUGT Act](#) explains the general powers a referee has to make an order.

Sections 79–94C explain the specific orders a referee can make in certain situations.

If you need more space, attach a separate page with the heading ‘6. Orders sought’.

Section 7 – Self resolution

What have you done to try to solve your dispute?

Explain what you have done to try to solve the dispute yourself. This is called self resolution. You must try self resolution before you submit this form.

If you want more than one order, please give details of self resolution for each one.

Please attach and refer to documents to support your case. For example:

- meeting minutes
- emails
- reports
- quotes
- photos.

If you need more space, attach a separate page with the heading '7. Self resolution'.

Section 8 – Grounds

For each of the orders you want, please explain:

- a detailed history of the dispute
- why you think you should get each of the orders. For example, tell us which section of the BUGT Act is not being followed or which by-law applies to your dispute.

Please attach and refer to documents to support your case. For example:

- quotes
- photographs
- plans or sketches of the lot
- reports from qualified people.

If you need more space, attach a separate page with the heading '8. Grounds'.

Section 9 – Interim order sought

You can only get an interim order for a final order under section 77 of the BUGT Act.

An interim order is a temporary order. It is only for urgent situations. For example, to put a stop to a harmful action while you are waiting for a decision on your final order. An interim order **will not speed up** the final order.

Check our [interim order application guide](#) for more information.

Do you need an interim order?

☐ No

☐ Yes – *Give details below or attach a separate page with the heading '9. Interim orders sought'.*

Tell us what interim order you want:

Explain why it is urgent and what harm might happen if you don't get an interim order:

When and how have you asked the other party in your dispute to stop the action?

Please attach supporting documents. For example, meeting minutes, reports, quotes, emails or photos.

Authority to submit the form

Step 1 – Tick to confirm the information is correct

- ☐ I believe the information given in this application to be true.

Step 2 – Tick to confirm who you are

- ☐ I am the person(s) named as the applicant.
- ☐ I am authorised by the named applicant to apply – *Give more details below.*

My name:

How do you know the applicant? *You must attach proof to show you can sign on their behalf.*

- ☐ I am a committee member or body corporate manager – *Attach minutes of committee or body corporate decision.*
- ☐ I am a company director – *Attach a document stating directorship from ASIC or a company letterhead.*
- ☐ Other – *Attach authority, such as a signed letter or power of attorney.*

Checklist to complete the form

- ☐ I have organised to pay for the fee for the application
- ☐ I have completed all relevant sections of the form
- ☐ I have attached all the relevant evidence
- ☐ I have attached all the additional pages as separate documents and labelled them
- ☐ I have tried [self resolution](#)
- ☐ I have ticked the box under 'Authority to submit the form' that shows I am allowed to complete and submit the form for someone else
- ☐ I have read the privacy statement

How to submit this form

You can email us this form at bccm@justice.qld.gov.au.

You can send us this form in the mail.

Office of the Commissioner for Body Corporate and Community Management

GPO Box 1049

Brisbane QLD 4001

How we use your information

We collect information in this form under the rules of the BUGT Act. We do this to resolve disputes under the BUGT Act and to provide information to the community. We will share the information in the form and attachments with other parties in the dispute. If there is an order made about your dispute, the order may refer to information in your application. The order will be published and available to the public. Read more in the [BUGT Act Privacy Statement](#).

Laws that apply

There are laws that apply to this process.

These may include:

- [Building Units and Group Titles Act 1980](#)
- [Building Units and Group Titles Regulation 2008](#)
- [Mixed Use Development Act 1993](#)
- [Integrated Resort Development Act 1987](#)
- [Sanctuary Cove Resort Act 1985](#)
- [Registration of Plans \(H.S.P. \(Nominees\) Pty. Limited\) Enabling Act 1980](#)
- [Registration of Plans \(Stage 2\) \(H.S.P. \(Nominees\) Pty. Limited\) Enabling Act 1984](#)
- [South Bank Corporation Act 1989](#).

Form in use from 1 July 2025

Body Corporate and Community Management



www.qld.gov.au/bodycorporate



1800 060 119

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