

**APPLICATION – WAIVER OF FEE**

**This application is only to be used if you consider you do not have the financial capacity to pay the prescribed fee to commence an application in the Office of the Commissioner for Body Corporate and Community Management.**

**Part A****Applicant's  
Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Locality/Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Best daytime contact number/s: \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email address \_\_\_\_\_

Scheme name \_\_\_\_\_

**Part B**

The application for waiver of the application fee must include a certified copy of documentary evidence (ie concession card) to support your claim

*(Please tick the appropriate box)*

Individual with Concession Card

 Health care card (*Social Security Act 1991*) Pensioner concession card (*Social Security Act 1991*) Pensioner concession card (*Department of Veterans Affairs*)**Part C**

Please refer to Attachment A

For approval for a fee to be waived you will need to show that your income, day-to-day living expenses, liabilities and assets are at such a level that payment of a fee would cause you hardship. Please complete and enclose Attachment A.

**Part D**

The basis of your application for waiver of fee

*(Explain why you seek this waiver, in numbered paragraphs. If insufficient space attach separate A4 sheet under the heading "Part D")*

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

Signature of Applicant(s) \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
D D M M Y Y Y YDate \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
D D M M Y Y Y Y**Return completed application to:****Office of the Commissioner for Body Corporate and Community Management****Postal address:** GPO Box 1049, Brisbane QLD 4001**Email address:** bccm@justice.qld.gov.au**Telephone:** 1800 060 119

**Please note:** If you choose to give us an email address for Department of Justice and Attorney-General (DJAG) to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from DJAG to be transferred outside Australia. If you do not wish to provide DJAG with your email address, please provide a postal address and telephone number at which we may contact you.

<b>A Your income (convert all income to fortnightly figures)</b>	Total
Salary/wages/pension income – after tax	\$
Interest	\$
Rent or board received	\$
Company profits	\$
Other income <i>(include any child support/spouse maintenance received etc)</i>	\$
<b>Total for each fortnight</b>	<b>\$</b>
<b>B Your assets</b>	
Your home	\$
Other real estate	\$
<b>B1 – subtotal – value of assets</b>	<b>\$</b>
Balance of all bank, credit union and building society accounts	\$
Shares	\$
Managed investments <i>(including superannuation funds you can draw on now)</i>	\$
Bonds	\$
Other liquid assets <i>(give details)</i>	\$
<b>B2 – subtotal – value of liquid assets</b>	<b>\$</b>
<b>C Your liabilities (whole amount owing)</b>	
Mortgages <i>(give details)</i>	\$
Credit cards <i>(give details)</i>	\$
Loans/leases <i>(give details)</i>	\$
Other <i>(specify and give details)</i>	\$
<b>Total</b>	<b>\$</b>
<b>D Your day-to-day living expenses (for each fortnight)</b>	
Food	\$
Mortgage/rent	\$
Gas, electricity, water, heating, telephone, rates, insurance	\$
Car/travel	\$
Superannuation	\$
Clothing, medical, and other personal expenses	\$
Children’s expenses <i>(include child support, child care, school fees, children’s clothing etc)</i>	\$
Other <i>(specify and give details)</i>	\$
<b>Total</b>	<b>\$</b>
<b>E Other circumstances – describe any other circumstances which you can show would cause hardship if you were required to pay a fee. Attach extra pages if necessary.</b>	

Department of Justice and Attorney-General collects personal information from you, including your personal and financial information, to determine whether payment of fees will cause financial hardship as provided for in the *Body Corporate and Community Management Act 1997*. We will only use this information for this purpose. It will not be used or disclosed further unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.