**Adjudication application form**

*Body Corporate and Community Management Act 1997, sections 239 and 239B*This form is effective from 1 July 2024

[Guide to completing and understanding the adjudication application form.](https://www.publications.qld.gov.au/dataset/adjudication-application/resource/77f393d1-5fd3-47ec-b79a-4d4c935b57d2)

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| **Office Use Only** Date lodged……………… Time lodged…..……….. File subject matter…………………MIS ref number…………………….. |
| **Section 1** |
| Body corporate / scheme informationRefer to guide | Name of scheme       |
| CTS / CMS number       | Number of lots       |
| Physical address of scheme       |
| Locality / Suburb       | State       | Postcode       |
| Regulation Module      *(Standard, Accommodation, Commercial, Small Schemes, Specified Two-lot Schemes)* |
| **Section 2** |
| Secretary’s informationRefer to guide | Name       |
| Address       |
| Locality / Suburb       | State       | Postcode       |
| Daytime phone       | Home phone       |
| Mobile        | Fax       |
| Email       |
| **Section 3** |
| Body corporate manager’s informationRefer to guide | Name       |
| Company name       |
| Address       |
| Locality / Suburb       | State       | Postcode       |
| Daytime phone       | Mobile        |
| 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 phone       | Home phone       |
| Mobile        | Fax       |
| Email       |

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| Section 4(b)Are you applying as?Refer to guide and *section 227* of the Act | [ ]  the owner/s of lot       on plan [ ]  the occupier/s of lot       on plan type & number       type & number      [ ]  the body corporate [ ]  the body corporate manager[ ]  the committee [ ]  a committee member[ ]  letting agent [ ]  caretaking service contractor[ ]  service contractor |
| **Section 5** |
| Section 5(a)Respondent’s informationRefer to guide | Name       |
| Address for service       |
| Locality / Suburb       | State       | Postcode       |
| Daytime phone       | Home phone       |
| Mobile        | Fax       |
| Email       |
| Section 5(b)Is the respondent?Refer to guide and *section 227* of the Act | [ ]  the owner/s of lot       [ ]  the occupier/s of lot       [ ]  the body corporate [ ]  the body corporate manager[ ]  the committee [ ]  a committee member[ ]  letting agent [ ]  caretaking service contractor[ ]  service contractor [ ]  original owner (e.g. the developer) |
| Section 5(c)Are other persons affected by the outcome sought by you?Refer to guide | [ ]  Yes *(provide details below or attached)* [ ]  No      |
| **Section 6** |
| Section 6(a)What attempts have you made to resolve your dispute by internal dispute resolution and/or department conciliationYour application may be rejected if you have not attempted internal dispute resolution and department conciliation. |       |

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| Section 6(b)Do you have a conciliation certificate? | [ ]  Yes *(you must attach a copy of the Conciliation Certificate)* [ ]  No *(you must attach grounds to be excused from conciliation)*      |
| **Section 7** |
| What outcome are you seeking?If insufficient space on this page attach detailed outcomes sought on an A4 page under the heading – 7. Outcome sought |       |
| **Section 8** |
| Interim Order Request(if applicable)Refer to guide & Practice Direction 16If insufficient space on this page attach detailed outcomes sought on an A4 page under the heading – 8. Interim order |       |

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| **Section 9** |
| **Grounds**A statement of grounds should 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.Refer to guideIf insufficient space on this page attach concise and relevant details of the background to the dispute on an A4 page under the heading – 9. Grounds |       |

Sections 297**and** 298 of the Act provide that it is an offence for a person to supply false or misleading information or documents in relation to an application.

[ ]  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

### APPLICATION FEE: See our [website](https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/disputes/fees#:~:text=%2488.90%20for%20a%20conciliation%20application,application%20(interim%20and%20final%20order)) for [current application fees.](https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/disputes/fees)

The information requested in this form is collected under the authority of the Act. Information in the application and any attachments will be disclosed to other parties in the dispute (please refer to the Privacy Statement located in the *guide to the* *adjudication application* for further information). It is collected for the purpose of resolving disputes under the Act and for providing information to the community.