**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 information  Refer 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 information  Refer to guide | Name | | | |
| Address | | | |
| Locality / Suburb | | State | Postcode |
| Daytime phone | Home phone | | |
| Mobile | Fax | | |
| Email | | | |
| **Section 3** | | | | |
| Body corporate manager’s information  Refer 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 information  Refer 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 conciliation  Your 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 16  If 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 guide  If 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.