

# Making an application to QCAT

## Before you make an application

Before making an application to QCAT, try to resolve your dispute yourself.

If you are unable to reach an agreement, you can contact a [Dispute Resolution Centre](#). The Centres offer free, impartial and confidential mediation services.

## Legal advice

As part of an independent tribunal, QCAT staff are unable to provide you with legal advice – including if you are applying in the right jurisdiction or your chances of success.

## Fees and costs

The applicant may have to pay a fee to apply to QCAT. If you have difficulty in paying, you can apply to QCAT for the fee to be waived. Fees will only be waived in special circumstances.

## Preparing your application

Some jurisdictions have application checklists available to help you check you have all the information you need to make your application.

When preparing your application or any other forms remember to:

- read the instructions carefully
- answer all relevant questions and provide as much information as possible
- include the contact details of all parties
- provide all pages of the form
- provide the original of any documents, or provide copies. If possible, have the copies certified as true copies by a [justice of the peace](#), commissioner of declarations or a lawyer
- sign and date the form
- provide the required number of copies to QCAT with a stamped self-addressed A4 envelope
- pay the correct [fee](#) (if applicable).

## Lodging your application

Matter type	Lodgement options
<a href="#">Debt disputes</a>	Complete your application and pay your application fee online at <a href="http://www.qld.gov.au/minordebtpapplication">http://www.qld.gov.au/minordebtpapplication</a>
<a href="#">Minor civil disputes</a>	<p>Lodge an application:</p> <ul style="list-style-type: none"> <li>• <a href="#">in person</a> at the QCAT Brisbane registry office or your nearest Magistrates Court</li> <li>• <a href="#">by mail</a></li> <li>• <a href="#">electronic lodgement</a> (for minor debt claims only by approved entities).</li> </ul> <p>Residential tenancy dispute applications must be lodged at QCAT's Brisbane office or the local Magistrates Court (excluding the Brisbane Magistrates Court) closest to the rental property.</p>

*This fact sheet provides general information and should not be considered legal advice. If you are unsure about your legal rights you should get legal advice. Any actions taken to resolve your dispute should be determined by your individual circumstances.*

Matter type	Lodgement options
<ul style="list-style-type: none"> <li>• <a href="#">Guardianship for adults</a></li> <li>• <a href="#">Administration for adults</a></li> <li>• <a href="#">Children and young people</a></li> <li>• Any other matter where a fee is not payable</li> </ul>	Lodge an application: <ul style="list-style-type: none"> <li>• <a href="#">in person</a> at the QCAT Brisbane registry office or your nearest Magistrates Court</li> <li>• <a href="#">by mail</a></li> <li>• <a href="#">via email</a>.</li> </ul> If your form and attachments are more than 30 pages your application should be lodged in person or by mail.
All other matter types.	Lodge an application: <ul style="list-style-type: none"> <li>• <a href="#">in person</a> at the QCAT Brisbane registry office or your nearest Magistrates Court</li> <li>• <a href="#">by mail</a>.</li> </ul>

### **Brisbane**

Address: Level 9, 259 Queen Street, Brisbane, 4000

Post: GPO Box 1639, Brisbane Qld 4001

Phone: 1300 753 228

Email: [enquiries@qcat.qld.gov.au](mailto:enquiries@qcat.qld.gov.au)

Email address for applications: <mailto:M-QCATApplications@justice.qld.gov.au>

### **Outside of Brisbane**

To find your nearest Magistrates Court, look under 'Justice and Attorney-General' in the phone book or visit [courts.qld.gov.au](http://courts.qld.gov.au).

### **Dispute Resolution Centres**

Phone: 07 3239 6269 or 1800 017 288 (toll free outside of Brisbane)

Website: [qld.gov.au](http://qld.gov.au) > For Queenslanders > Your rights, crime and the law >

Legal, mediation and justice of the peace > Settling disputes out of court >

Dispute resolution centres.