

Instructions for completing application

Request to file agreement

When to use this form

Use this form if you have not made an application to the tribunal to resolve a dispute but have reached an agreement required to be filed in the tribunal (for example, a certified agreement under the *Information Privacy Act 2009* or a conciliation agreement under the *Anti-Discrimination Act 1991*).

Please indicate if you wish QCAT to make orders to give effect to the agreement. In some cases, QCAT will not be able to make the orders until after it is clear that a party is not going to change their mind (for example, the tribunal must wait five business days after the filing of a certified agreement under the *Information Privacy Act 2009*).

Where to lodge this form

In person: Queensland Civil and Administrative Tribunal, Level 11, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any Magistrates Court outside of the Brisbane CBD.

By mail: QCAT, GPO Box 1639, Brisbane 4001

PART A APPLICANT'S AND RESPONDENT'S DETAILS

- More than one applicant and respondent may be named in the request. If there is insufficient space for the names of either applicant or respondent you may attach additional pages with similar details.
- If the applicant or respondent is not an individual then the correct name must be used, for example:
 - a company's name,
 - a business name regardless of whether it is registered under the *Business Names Act 1962*,
 - a State agency's name, for example a Queensland Government department.
- Your address will be the address at which documents are given or sent to you, unless you indicate your representative's address as your address for notices.
- Any change in your address for notices must be filed in the tribunal and given to all other parties.

Representative's details

If you want your representative's address as the address for notices, please complete your representative's details. Generally the tribunal expects people to represent themselves. It may not grant your request.

If you want your representative to represent you in any proceedings before the tribunal you must complete the form Application for leave to be represented. You are not required to seek leave if:

- you are a child or a person with impaired capacity,
- your case is a disciplinary case,
- an Act or the Rules state that you may be legally represented.

Request to file agreement

Refer to attached instructions at the front of this application prior to filling out this form.

For office use only

Case number:	
Date:	
Registry:	
Sent to:	
Fee paid:	
Rec no:	

PART A APPLICANT'S DETAILS

Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>	<i>Given name/s</i>	<i>Surname/Family name</i>

Company/Partnership/other

<input type="text"/>	ABN	<input type="text"/>
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Business Name

Address

<input type="text"/>	Postcode	<input type="text"/>
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Telephone

() <input type="text"/>	() <input type="text"/>	<input type="text"/>
<i>Home</i>	<i>Business</i>	<i>Mobile</i>

Fax

Email

PART A APPLICANT'S DETAILS *(continued)*

Representative's details *(if applicable)*

- Tick if you want this to be your address for notices
- Tick if you want your representative to represent you in proceedings before the tribunal *(see Part A of the instructions – you may be required to seek the tribunal's leave for this to happen by making an application under the form Application for leave to be represented. The tribunal may not give you leave to be represented.)*

Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>	<i>Given name/s</i>	<i>Surname/Family name</i>

Company/Partnership/other

<input type="text"/>	ABN	<input type="text"/>
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Business Name

Address

<input type="text"/>		
<input type="text"/>	Postcode	<input type="text"/>

Telephone

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Home</i>	<i>Business</i>	<i>Mobile</i>

Fax

Email

PART A RESPONDENT'S DETAILS

Name

Title

Given name/s

Surname/Family name

Company/Partnership/other

ABN

Business Name

Address

Postcode

Telephone

Home

Business

Mobile

Fax

Email

Representative's details (if applicable)

Name

Title

Given name/s

Surname/Family name

Company/Partnership/other

ABN

Business Name

Address

Postcode

Telephone

Home

Business

Mobile

Fax

Email

PART B AGREEMENT

What agreement is being filed?

What Act is this agreement filed under?

PART C WHAT ORDERS ARE YOU SEEKING?

If you are requesting the tribunal make any orders to give effect to the agreement, what orders are sought?

Interpreter

Is an interpreter required?

Yes

No

If YES, please specify language

Warning

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.

Maximum penalty for such an offence – \$10,000.

SIGN AND DATE HERE

The information in this application is true to the best of my knowledge.

Applicant/s sign here

Date

If more than one applicant is named all must sign the application.