

Request for reasons or audio recording

I wish to apply for:

- reasons for the decision (no cost for parties)
- audio recording of a hearing*

Applicant details:

Applicant name

Email address

Postal address

.....Post code

Telephone (M) (H/B)

Details of the proceedings:

Type of matter
(e.g. Minor Civil Dispute, Guardianship, Building, etc)

Case number

Party names
(e.g. applicant v respondent)

.....

Hearing date/s

Location of hearing

Sign and date here:

.....
Applicant signature
Date

This form may be lodged:

- In person: Queensland Civil and Administrative Tribunal, Level 9, 259 Queen Street, Brisbane or at any local courthouse outside of Brisbane CBD
- By mail: QCAT, GPO Box 1639, Brisbane Qld 4001
- By email: enquiries@qcat.qld.gov.au

*Charges for audio recordings are available at <http://www.qcat.qld.gov.au/administrative-fees.htm>
 The applicable fee must be paid prior to release of the audio by cheque or money order to the Department of Justice and Attorney-General or [credit card payment authorisation](#).

Office use only

Case file checked for any release restrictions		Restrictions present	
Case manager approval		Release / do not release	