

**Instructions for completing****Notice of dispute –  
*Retail Shop Leases Act 1994*****General information****Dispute notices may be lodged**

*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

Some applications may be lodged by fax or email. For more information call 1300 753 228 or visit [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

**Dispute notices must be accompanied by the prescribed application fee**

For more information on QCAT fees, please refer to the QCAT factsheet or go to [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

Payment can be made by cash, cheque (payable to Department of Justice and Attorney-General), money order or credit card payment authorisation form (mastercard and visa accepted).

**PART A APPLICANT'S AND RESPONDENT'S DETAILS**

- Check your lease to ensure that the applicant and respondent details recorded on this notice are correct.
- If there is insufficient space for the names of either applicant or respondent, you may attach additional pages with similar details.
- 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.

**Representative's details**

If you want your representative's address as the address for notices, please complete your representative's details and tick the relevant box.

**PART B DETAILS OF THE SHOP**

- Check your lease to ensure that the address of the shop and details of the lease recorded on this notice are correct.

**PART C DETAILS OF THE DISPUTE**

- Please include a clear outline of the history and nature of the dispute and state the remedy you consider would resolve the matter in dispute.

**PART D ATTACHMENTS**

- Attach a copy of your lease and any other relevant documents.

Form Number 4 (version 2)  
Retail Shop Leases Act 1994 (section 55)

## Notice of dispute – Retail Shop Leases Act 1994

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"/>	<b>ABN</b>	<input type="text"/>
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**Business Name****Address**

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

( ) <input type="text"/>
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**Email**

**PART A APPLICANT'S DETAILS** *(continued)*

**Representative's details** *(if applicable)*

Please tick if you want this to be your address for notices

*Note: Each party to the retail tenancy dispute must conduct the party's own case at the mediation conference and may be represented at the conference by an agent approved by the mediator only if the party is a corporation or the mediator is satisfied an agent should be permitted to represent the party. If you wish to seek the approval to be represented by an agent at the mediation conference, please complete the appropriate form.*

**Name**

*Title Given name/s Surname/Family name*

**Company/Partnership/other**

**ABN**

**Business Name**

**Address**

**Postcode**

**Telephone**

( )  ( )    
*Home Business Mobile*

**Fax**

( )

**Email**

**Applicant is** *(please tick)*

- tenant  
 landlord

## PART A RESPONDENT'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

<input type="text"/>	<b>ABN</b>	<input type="text"/>
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### Address

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

### Telephone

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

### Fax

### Email

### Representative's details *(if applicable)*

#### Name

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

#### Company

<input type="text"/>	<b>ABN</b>	<input type="text"/>
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#### Address

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

#### Telephone

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

#### Fax

#### Email

#### Respondent is *(please tick)*

- tenant
- landlord

**PART B    DETAILS OF THE SHOP**

**Name of the shop**

**Address of the shop**

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

**Type of business**

**Permitted use as detailed in your lease**

**Type of shop** *(please tick)*

- stand alone/strip shop     shopping centre

**When did the lease start?**

**Has the lease expired?**

- Yes  
 No

**PART C    DETAILS OF THE DISPUTE**

**1. Is the dispute the subject of arbitration, or has the dispute been the subject of an interim or final award in an arbitration proceeding?**

- Yes     No

If yes, please provide details.

**PART C DETAILS OF THE DISPUTE** *(continued)*

**2. Is the dispute before, or has the dispute been decided by, a court?**

Yes  No

*If yes, please specify:*

- which court
- file number
- town or city
- commencement date

**3. Is the dispute at present the subject of any proceedings before a court, tribunal or arbitration?** *(please tick)*

Yes  No

If yes, what is the date the proceedings were lodged?:

**Set out the main points of the dispute**  
*Note: if you need more space, attach extra pages.*

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**Set out the remedy you are seeking to resolve the dispute**

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## PART E CHECKLIST AND SIGNATURE

- I have completed all questions on this notice according to the instructions
- I have attached a copy of the lease and other relevant supporting documentation.

### 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.