

Instructions for completing

Application for prohibition on entering premises of instructional institutions – *Education (General Provisions) Act 2006*

General instructions**Copies of the application and providing copies to other parties**

The application form and all attachments must be accompanied by three copies. Where there is more than one respondent, an extra copy of the application form and attachments is required for each additional respondent.

Generally, you must give a copy of the application to all parties to the proceeding as soon as practicable, and no later than seven days after the application is filed.

Applications may be lodged

In person: Queensland Civil and Administrative Tribunal, Level 9, 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

PART A APPLICANT'S AND RESPONDENT'S DETAILS

- More than one applicant and respondent may be named in an application. If there is insufficient space for the names of either applicant or respondent you may attach additional pages with similar details.
- In an application to review a decision, the decision-maker will be the respondent.
- If the applicant or respondent is not an individual then the correct name must be used, for example:
 - a company name
 - a business name regardless of whether it is registered under the *Business Names Act 1962*
 - a State agency 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.

Instructions for completing *(continued)*

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 *Application for leave to be represented* form. 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.

Form Number 19 (version 1)

Queensland Civil and Administrative Tribunal Act 2009 (section 33)

Application for prohibition on entering premises of instructional institutions – *Education (General Provisions) Act 2006*

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:	

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 form Application for leave to be represented. The tribunal hearing 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

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

<input type="text"/>

Email

<input type="text"/>

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>

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

<input type="text"/>

Email

<input type="text"/>

RESPONDENT *(continued)*

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 DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL

This application is made under: *(tick as appropriate and provide further details below)*

- section 341: the chief executive may apply to the tribunal for an order prohibiting a person from entering the premises of a State instruction institution for more than 60 days but not more than 1 year.
- section 350: a non-State School's governing body, or its nominee, may apply to the tribunal for an order prohibiting a person from entering the premises of a state instruction institution for more than 60 days but not more than 1 year.
- section 352: the chief executive may apply to the tribunal for an order prohibiting a person from entering the premises of all State instructional institutions and non-State schools for up to 1 year.
- section 353: the chief executive may apply to the tribunal for an order prohibiting a person from entering the premises of all State instructional institutions for up to one year.

Order/s 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.