

For office use only	
Case number	
Date filed	
Registry	
Fee	
Date paid	
Receipt number	

## Application for the adjustment of a lot entitlement schedule – *Body Corporate and Community Management Act 1997*

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

Part A		APPLICANT'S DETAILS	
<b>Name</b>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title	Given name/s	Surname/Family name	
<b>Company/Partnership/other</b>		<b>ABN</b>	
<input type="text"/>		<input type="text"/>	
<b>Business Name</b>			
<input type="text"/>			
<b>Address</b>			<b>Postcode</b>
<input type="text"/>			<input type="text"/>
<input type="text"/>			
<b>Contact details (MUST be provided)</b>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile	Alternative number	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"/>
Title	Given name/s	Surname/Family name

### Company/Partnership/other

### ABN

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

### Address

### Postcode

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

### Telephone

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

### Email

### Applicant is *(please tick)*

- owner of a lot in the community titles scheme

### Applicant's lot number

**Part B**

**RESPONDENT'S DETAILS**

**Name**

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

Given name/s

Surname/Family name

**Company/Partnership/other**

**ABN**

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

**Address**

**Postcode**

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

**Contact details (MUST be provided)**

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

Alternative number

Email

## Part B

## RESPONDENT'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"/>
Title	Given name/s	Surname/Family name

### Company/Partnership/other

### ABN

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

### Address

### Postcode

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

### Telephone

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

### Email

### Respondent is *(please tick)*

- body corporate

### Respondent's lot number

**Part C**

**BODY CORPORATE / COMMUNITY TITLES SCHEME INFORMATION**

*Title search must be attached.*

**Name of scheme**

**Community titles scheme No.**

**Scheme address**

  

**Postcode**

**Part D**

**DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL**

*If there is insufficient space here, please attach additional pages.*

**1. I am seeking an order for the adjustment of the following lot entitlement schedule/s**  
*(tick applicable):*

contribution schedule

interest schedule

**2. I want the tribunal to make the following order/s:**

*Insert orders sought in numbered paragraphs.*

*If there is insufficient space here, please attach additional page/s.*

**Part D**     **DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL (continued)**

**3. The reasons I consider the order/s sought should be made are:**

*Please insert, in numbered paragraphs, concise and relevant details of the dispute, together with your arguments supporting the orders sought. Please attach relevant supporting documentation, e.g. minutes of meetings, correspondence, etc. If there is insufficient space here, please attach additional page/s.*


**Part E**     **ASSISTANCE AT THE COMPULSORY CONFERENCE AND/OR TRIBUNAL HEARING**

**Will you require an interpreter?**

Yes - please specify language or Auslan:

No

**Do you have any of the following needs?**

wheelchair/mobility access      speech impairment      other

hearing impairment/loss      vision impairment/loss

If you have ticked any of these boxes, please provide details below.


## Part F

## CHECKLIST AND SIGNATURE

- I have completed all questions on the application form according to the instructions.
- I have provided the correct number of copies of the application form and attachments (for the number of copies required – see the instructions).
- I have attached a title search for the scheme.
- I have attached relevant supporting documentation.

### WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* (Qld) makes it an offence for a person to knowingly give the registry documents containing false or misleading information.  
Maximum penalty for such an offence – 100 penalty units.

### SIGN AND DATE HERE *(if more than one applicant is named, then all must sign)*

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

Applicant/s sign here


Date


Print your name/s here


### LODGEMENT DETAILS

#### Email to:

[enquiriesQCAT@justice.qld.gov.au](mailto:enquiriesQCAT@justice.qld.gov.au)

#### Deliver to:

Queensland Civil and Administrative Tribunal  
Floor 11, 259 Queen Street  
Brisbane Qld 4000

OR

your local Magistrates Court.

To find your local courthouse visit:

[www.courts.qld.gov.au/contacts/courthouses](http://www.courts.qld.gov.au/contacts/courthouses)

#### Mail to:

Queensland Civil and Administrative Tribunal  
GPO Box 1639  
Brisbane Qld 4001

OR

your local Magistrates Court.

To find your local courthouse visit:

[www.courts.qld.gov.au/contacts/courthouses](http://www.courts.qld.gov.au/contacts/courthouses)

#### QCAT lodgement information:

For further lodgement information visit the Queensland Civil and Administrative Tribunal website:

[www.qcat.qld.gov.au/applications/lodging-your-application-and-forms](http://www.qcat.qld.gov.au/applications/lodging-your-application-and-forms)

## INSTRUCTIONS FOR COMPLETING

# Application for the adjustment of a lot entitlement schedule – *Body Corporate and Community Management Act 1997*

### 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 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

*By email:* [enquiriesQCAT@justice.qld.gov.au](mailto:enquiriesQCAT@justice.qld.gov.au)

For more information call 1300 753 228 or visit [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

#### Applications 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 (see credit card payment authorisation form – MasterCard and Visa accepted).

### PARTS A & B APPLICANT'S AND RESPONDENT'S DETAILS

- An application for an order for an adjustment of a lot entitlement schedule may only be brought by the owner of a lot in the community titles scheme. The lot number of the owner's lot must be included in Part A. More than one applicant may be named in an application.
- The respondent for the application is the body corporate.
- 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 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 served on all other parties.

#### Representative's details

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



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*. Generally the tribunal expects people to represent themselves. It may not grant your request.

## **PART C BODY CORPORATE/ COMMUNITY TITLES SCHEME INFORMATION**

### **Details of the body corporate/community titles scheme**

The full name and address of the community titles scheme and the community titles scheme number must be provided. Please include a copy of a title search for the scheme with your application.

## **PART D DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL**

State what orders you are seeking from the tribunal and why you consider the orders sought should be made. Include a clear outline of the history and nature of the dispute.