

## Notice of hearing

**Case number:** <case number>  
**Applicant:** <Applicant's name>  
**Respondent:** <Respondent's name>

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The parties to this application are notified that a hearing will be conducted by the Tribunal at:

**Date:** <date of hearing>  
**Time:** <time hearing commences>  
**Venue:** <venue address where hearing will be held>

The purpose of this hearing is to decide the application.

You are required to attend the hearing in person.

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### Notes:

1. If you fail to appear at the hearing, the Tribunal may proceed and make orders in your absence.
2. Your witnesses (i.e. all persons who have provided statements) must attend the hearing unless the other party advises they are not required for cross-examination.
3. You must bring to the hearing your copies of all statements and documents relevant to the dispute.
4. If you wish to be represented by an agent or other representative rather than represent yourself, you should complete the "Application for leave to be represented" form available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au). This form must be lodged with the tribunal as soon as possible or at least five working days before the hearing and a copy must also be given to any other party.

If you have any enquiries please contact the case manager mentioned below on <number provided>.

**Delegate for Principal Registrar  
Queensland Civil and Administrative Tribunal**

Date: <date>