

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

Application for miscellaneous matters

Application fees may apply – visit qcat.qld.gov.au/resources/fees-and-allowances for details

Part A APPLICATION AND MATTER DETAILS

Applicant *(the party who made the original application)*

Respondent *(the party against whom the original application was made)*

QCAT case number

Part B WHAT ARE YOU APPLYING FOR?

Tick the appropriate box:

Application for directions

Application to dismiss or strike out a proceeding

Application for a closed hearing

Application for a non-publication order

Application to refer rejection or conditional acceptance of application or referral to tribunal for review

Application for direction requiring another party to produce a document, thing or information

Application for order requiring non-party to produce document or thing *(NOTE: filing fees apply)*

Application for an adjournment

Other

Part C

DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL

1. Application for directions

I/We

apply to the Tribunal for the following directions *(please list in numbered paragraphs)*:

List the reasons for this application:

2. Application to dismiss or strike out a proceeding

I/We
apply to dismiss **OR** strike out the application to/of:

List the reasons for this application:

3. Application for a closed hearing

I/We
apply for a closed hearing in relation to this proceeding.
List the reasons for this application:

4. Application for a non-publication order

I/We
apply for a non-publication order for the following:

documents *(please give details)*:
things *(please give details)*:
evidence *(please give details)*:
information *(please give details)*:
that may enable the following person/s
or class of persons to be identified:
List the reasons for this application:

5. Application to refer rejection or conditional acceptance of application/referral to Tribunal for review

I/We
request that the Principal Registrar refer to the Tribunal for review their decision to reject or
conditionally accept the application **OR** referral which was lodged
on the: / /
 Day Month Year
List the reasons for this application:

6. Application for a direction requiring another party to produce a document or thing

I/We

apply to the Tribunal under section 62(3) of the *Queensland Civil and Administrative Tribunal Act* 2009 (Qld) for a direction requiring _____ of
(please insert name)

Postal Address

Suburb **State/Territory** **Postcode**

to produce:

documents (please give details):

things (please give details):

information (please give details):

List the reasons for this application:

7. Application for an order requiring non-party to produce a document or thing

I/We

apply to the Tribunal under section 63(1) of the *Queensland Civil and Administrative Tribunal Act* 2009 (Qld) for an order requiring _____ of
(please insert name)

Postal Address

Suburb **State/Territory** **Postcode**

to produce:

documents (please give details):

things (please give details):

information (please give details):

List the reasons for this application:

CHECKLIST

I have completed all of the questions on this application.

I have provided the correct number of copies of the application form and attachments (*that is, a copy for each party, plus one for the Tribunal*).

I have paid all necessary filing fees.

I am ready to proceed with this application.

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

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:
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:
courts.qld.gov.au/contacts/courthouses

INSTRUCTIONS FOR COMPLETING FORM 40

Application for miscellaneous matters

Use this form for the following:

- for directions;
- to dismiss or strike out a proceeding;
- for a closed hearing;
- for non-publication order;
- to refer rejection or conditional acceptance of application or referral to tribunal for review;
- for direction requiring another party to produce document, thing or information;
- for order requiring person to produce document or thing;
- for an adjournment.

Copies of the application and providing copies to other parties

No extra copies of the application form and attachments are required for cases related to:

- *Adoption of Children Act 1964*
- *Child Care Act 2002*
- *Child Protection Act 1999*
- *Commission for Children and Young People and Child Guardian Act 2000*
- *Disability Services Act 2006*
- *Guardianship and Administration Act 2000.*

You also do not need to give a copy of the application to another party in those cases.

For a minor civil dispute, the application form and all attachments must be accompanied by **two (2) copies**. Where there is more than one respondent, an extra copy of the application form and attachments is required for each additional respondent.

For all other cases, the application form and all attachments must be accompanied by **three (3) 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 possible, and **no later than seven (7) days** after the application is filed.

Legal advice and representation

QCAT staff cannot provide legal advice. All parties involved in a matter before QCAT must usually represent themselves unless leave to be represented has been given.

Information about where to seek legal advice is available at [Where to seek legal advice](#).

Protecting your privacy

We collect your contact details to ensure QCAT proceedings comply with the *Queensland Civil and Administrative Tribunal Act 2009* (Qld). We may contact you to help evaluate QCAT operations. You do not have to participate in feedback or surveys. If you do participate, no identifying information will be published. We will not disclose your contact details or any other personal information to a third party unless required by law.

Contact us

For information about the application process or going to the Tribunal visit the [QCAT website](#).