

Form Number 30C (version 1)  
Queensland Civil and Administrative Tribunal Act 2009 (section 241)  
Queensland Civil and Administrative Tribunal Rules 2009 (rule 7)  
Manufactured Homes (Residential Parks) Act 2003 (section 115, 116)

For office use only	
Case number	
Date	
Registry	
Fee	
Receipt number	

## Application for a tribunal hearing – home owners’ committee

### *Manufactured Homes (Residential Parks) Act 2003*

Use this form to apply for an order under the *Manufactured Homes (Residential Parks) Act 2003* section 14A(1)(d)(i)(A) if the application is being made by a residential park home owners’ committee about the day to day ownership or operation of a residential park.

Refer to the attached instructions before filling out this form.

NOTE: Most disputes cannot be referred directly to the Tribunal - see Part D.

Part A <b>APPLICANT/S or LEAD APPLICANT DETAILS</b> <i>(Full contact details must be supplied of the representative of the home owners’ committee.)</i>			
<b>Name</b>		<b>ACN/ABN</b> <i>(if a company or business)</i>	
<b>Name of committee (if applicable)</b>			
<b>Office held</b>			
<b>Postal Address</b>			
<b>Suburb</b>	<b>State/Territory</b>	<b>Postcode</b>	
<b>Contacts</b> <i>(MUST be provided)</i>			
<i>Mobile</i>	<i>Alternative number</i>	<i>Email</i>	
<i>If company, name of contact:</i>			
<b>Are you a:</b>			
Park owner			
Home owners’ committee - if so, name of home owners’ committee:			

**Part A**

**APPLICANT/S DETAILS**  
(continued.)

Is the home owner's committee for the park incorporated?

Yes (if yes, please attach to the application a copy of the certificate of incorporation and go to Part H(a))

No (if no, please go to Part H(b))

**NOTE:** You MUST also complete either Part H(a) or H(b) and Part I, as appropriate.

**Part B**

**RESPONDENT/S DETAILS** (Full contact details must be supplied. If more than two respondents, please insert additional copies.)

**Name**

**ACN/ABN** (if a company or business)

**Postal Address**

**Suburb**

**State/Territory**

**Postcode**

**Contacts** (MUST be provided)

*Mobile*

*Alternative number*

*Email*

*If company, name of contact:*

**Is the respondent a:**

Park owner

Home owners committee - if so, name of home owners' committee:

Is the home owners' committee for the park incorporated?

Yes (if yes, please attach to the application a copy of the certificate of incorporation)

No

**Part C**

**RESIDENTIAL PARK DETAILS**

**Residential park name**

**ACN/ABN** *(if a company or business)*

**Residential park address**

**Suburb**

**State/Territory**

**Postcode**

**Residential park contact** *(MUST be provided)*

*Name of contact*

*Mobile*

*Alternative number*

*Email*

**Part D**

**ATTEMPTED MEDIATION/EXEMPT FROM MEDIATION**

Have you been to mediation?

*Please tick a box:*

Yes

No

If **YES**, insert the mediation number/reference:

Please attach a copy of the mediation certificate, along with the negotiation notice and the respondent's written response.

**Part E**

**DOCUMENTS RELEVANT TO THE DISPUTE**

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

Please list and attach a copy of documents which are relevant to the dispute (for example the site agreement / site rent increase documents. *Keep it short the details go in Part F*):

1.

2.

3.

4.

5.

**Part F**

**WHAT IS THE ISSUE/S YOU ARE APPLYING ABOUT?**

*Be brief. You will be able to file evidence and make submissions later.*

Attach correspondence, emails, photographs or other documents to the application **only** if directly relevant to the matter.

**Part G**

**WHAT ORDERS DO YOU WANT MADE?**

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

Set out in numbered paragraphs.

**Part H(a)**

**INCORPORATED HOME OWNERS' COMMITTEE**

Pursuant to rules 51(1) and (2) of the *Queensland Civil and Administrative Tribunal Rules 2009*, a corporation may appear in a proceeding through an officer of the corporation who is authorised by the corporation to act for it in the proceeding. However, the corporation may only appear through an Australian legal practitioner with the tribunal's leave.

An officer of a corporation has the meaning as defined in section 9 of the *Corporations Act 2001*, which includes a director or secretary of the corporation.

Please provide the name and position of the officer who is authorised by the incorporated home owners' committee to act and appear on its behalf in the proceeding.

**Name of officer**

**Position / title of officer**

**Officer's signature**

Date

**The corporation's address for service of documents is:**

As provided in Part A of this form

As follows (please specify below:)

Part H(b)

## LEAD APPLICANT DETAILS AND RESPONSIBILITIES

A home owners' committee may carry out negotiations, take part in a mediation or apply to the Tribunal for an order. A group of home owners may appoint a lead applicant. In most cases, the Tribunal will require the appointment of a lead applicant.

The lead applicant represents all applicants in the proceeding before the Tribunal. The lead applicant's address is the address for service of the applicants. A final resolution of the proceedings, other than by way of a final decision of the Tribunal after a hearing, may be authorised by the lead applicant.

The lead applicant is required to ensure:

- all applicants are informed promptly of the receipt of directions, notices, correspondence and other documents from the Tribunal;
- all applicants are provided with copies of Directions from the Tribunal on request;
- all applicants are informed of Tribunal hearing dates including dates for Directions Hearings, Compulsory Conferences and final Hearings as soon as reasonably practicable after the lead applicant is notified of such dates;
- any Directions made by the Tribunal requiring the provision of documents to applicants, or the lead applicant on behalf of the applicants making documents available for inspection, are complied with as soon as reasonably practicable.

I

**accept the responsibilities and obligations of the lead applicant.**

Lead applicant sign here

Date

Print your name here



Part J

**ASSISTANCE AT THE COMPULSORY CONFERENCE AND 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

hearing impairment / loss

vision impairment / loss

other

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

## CHECKLIST

I have completed all questions on this form according to the instructions.

I have completed Part I Group Application and Authorisation (if applicable).

I have provided the correct number of copies of the application form and attachments (*for the number of copies required, see the instructions*).

## 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 – 100 penalty units.

## Sign and date here

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

Applicant / lead applicant  
sign here

Date

Print your name here

*If more than one Applicant is named, please complete Parts H(b) and I.*

## 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 FORM 30C

### Application for a tribunal hearing – home owners' committee

- *Manufactured Homes (Residential Parks) Act 2003*

Many disputes under the *Manufactured Homes (Residential Parks) Act 2003* must progress through three dispute resolution steps as identified in the Act. Please carefully peruse the specific details of these steps in the *Manufactured Homes (Residential Parks) Act 2003*.

Broadly however those three steps are as follows:

1. Negotiation at the residential park;
2. Mediation;
3. Application to QCAT.

#### GENERAL INSTRUCTIONS

#### Complete and lodge a Form 30C – Application for a tribunal hearing - home owners' committee

You can find and lodge these application forms at QCAT's Brisbane office or at your local Magistrates Court (excluding the Brisbane Magistrates Court). The forms are also available on [QCAT's website](#). If you run out of space to complete any of the sections of the form, please attach separate sheets of paper and number the relevant question.

You must give the stamped copy of the application to the respondent/s as soon as possible and no later than 28 days after you lodge the application. You may serve the application by post or by giving it to the respondent personally. Once you have served the respondent you must complete a [Form 9 – Affidavit of Service](#) which is available at [qcat.qld.gov.au](http://qcat.qld.gov.au).

You may lodge the application form with QCAT by email, post or in person.

If you are lodging the application by email, please email to [enquiriesQCAT@justice.qld.gov.au](mailto:enquiriesQCAT@justice.qld.gov.au)

If you are lodging the application by post or in person, you need to provide a number of copies, namely:

- Your original application and copies of any attached documents.
- Plus 1 copy of the application and attached documents for yourself.
- Plus 1 copy of the application and attached documents for the respondent.
- Plus an extra copy of the application and attached documents for each additional respondent.

#### Applications must be accompanied by the prescribed application fee

There is a prescribed fee for lodging an application. The correct fee must be paid when you lodge this form so we can process your application. For more information on fees, visit [qcat.qld.gov.au](http://qcat.qld.gov.au) or call 1300 753 228.

Payment can be made by:

- Cash (only when the application is being lodged in person).
- Cheque or money order (payable to Department of Justice and Attorney-General).
- Credit card using the Credit card payment authorisation form. (The form is available at [qcat.qld.gov.au](http://qcat.qld.gov.au) or by calling 1300 753 228. This form must not be sent by email.)

## 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](#).

## HOW TO COMPLETE THE FORM

### PART A Applicant/s details

An applicant is a party making the application. Only a home owners' committee may be an applicant utilising this form.

There may be more than one applicant. If there is insufficient space on the form for the required details for each applicant, please attach additional pages with the required details.

If any applicant is an individual person or persons, you must provide:

- The applicant's full name.
- The applicant's full address and contact phone numbers.
- The applicant's email address.
- The applicant's ABN if the person trades in his/her own name as a business.

If any applicant is a company, you must provide:

- The company's full and correct name.
- The company's ACN or ABN.
- The company's trading address.
- The name of the relevant contact person at the company and their phone number(s).
- An email address for the company.

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 in Form 56 (see below for representation of applicants):

- Any change in your address for notices must be filed in the tribunal and served on all other parties.
- A party who wants to be part of a group must sign and complete Part I (noting that the lead applicant's address at Part H will then be the address for service of all the group applicants).

Tick the box to indicate whether you are a home owner, park owner, or part of a group.

### Representation of applicants:

- Generally, parties in QCAT proceedings are expected to represent themselves.
- QCAT may grant leave for a party to be represented. If you want someone to represent you in any proceedings before the Tribunal you must complete Form 56 - Application for leave to be represented.
- However, you are not required to seek leave to be represented if you are a child or a person with impaired capacity, or if relevant laws state that you may be legally represented.
- Visit the [QCAT website](#) for more information about legal advice and representation.

## **PART B Respondent/s details**

A respondent is a party against which the claim is brought. There may be more than one respondent. If there is insufficient space on the form for the required details for each respondent, please attach additional pages with the required details.

Where the respondent is a business then the correct name of the entity must be used e.g. a company name, a business name (whether it is registered or not) or the name of a State agency or department. You must also state the correct ABN/ACN for the company or business name.

If any respondent is an individual person or persons, you must provide:

- The respondent's full name.
- The respondent's full address and contact phone numbers.
- The respondent's email address.
- The respondent's ABN if the person trades in his/her own name as a business.

If any respondent is a company, you must provide:

- The company's full and correct name.
- The company's ACN or ABN.
- The name of the relevant contact person at the company and their phone number(s).
- An email address for the company.
- Tick the box to indicate whether the respondent is a retirement village scheme operator.

## **Representation of respondents:**

If you want someone to represent you in any proceedings before the Tribunal you must complete Form 56 - Application for leave to be represented. You are not required to seek leave if you are a child or a person with impaired capacity. Visit the QCAT website for more information about legal advice and representation.

For more information please refer to the tribunal's fact sheet - How to identify and name the parties in QCAT available at [qcat.qld.gov.au](http://qcat.qld.gov.au).

## **PART C Residential Park**

Please complete the name and address of the residential park to which the dispute relates.

## **PART D Attempted mediation**

This form is used to apply for a Tribunal hearing if you have already attended mediation and it did not settle the dispute. Please identify what your dispute is about under the *Manufactured Homes (Residential Parks) Act 2003* section 14A(d).

(N.B. under section 116(2) of the *Manufactured Homes (Residential Parks) Act 2003* a mediator cannot mediate a dispute about an issue that is already the subject of arbitration (including an arbitration award), is an exempt provision, or is court proceedings (including a final decision by a court).)

You may also use this form to make an application to the Tribunal without mediation first occurring where circumstances under section 14A(1)(a), 14(1)(b), 38(1), 39(4), 53(5), 55(2) or 94(4) of the *Manufactured Homes (Residential Parks) Act 2003* have occurred.

## **PART E Documents relevant to the dispute**

You should attach any relevant documents such as the residence contract, directly relevant correspondence, emails, photos or other documents.

## **PART F What is the issue/s you are applying about**

You should provide a concise written overview of the dispute. Additional pages can be included if necessary. Include a clear outline of the history and nature of the dispute. A copy of the contract may be attached.

**PART G What order/s do you want made**

State what order/s you want made in numbered paragraphs.

**PART H(a) Incorporate home owners' committee**

To be completed where there is an incorporated home owner's committee.

**PART H(b) Lead applicant details and responsibilities**

To be completed by the lead applicant.

**PART I Group application and authorisation**

To be completed by all group applicants to authorise a group representation to represent all applicants in the proceedings.

**PART J Assistance at the compulsory conference and tribunal hearing**

Provide details of assistance required at the compulsory conference and tribunal hearing.