

(Version 2.0)

Request for reasons

APPLICANT DETAILS

Applicant name**Email address****Postal address****Postcode****Telephone***Home**Business**Mobile*

DETAILS OF THE PROCEEDINGS

Type of matter (e.g. Minor Civil Dispute, Guardianship, Building etc)**Case number****Party names** (e.g. applicant v respondent)**QCAT member who heard your matter** (if known)**Hearing date/s****Location of hearing**

SIGN AND DATE HERE

*Applicant signature**Date*

This form may be lodged:

- In person:** Queensland Civil and Administrative Tribunal, Level 11, BOQ Centre, 259 Queen Street, Brisbane or at any local courthouse outside of Brisbane CBD
- By mail:** QCAT, GPO Box 1639, Brisbane Qld 4001
- By email:** qcattranscripts@justice.qld.gov.au

Requests for reasons should be made within 14 days of the decision taking effect as per the Queensland Civil and Administrative Tribunal Act 2009 s122(2). This is usually the date the decision is made, or a later date, as specified.

Please provide a brief explanation if your request for reasons is outside this time limit.

Office use only

Case file checked for any release restrictions

Restrictions present

Case manager approval

Release / do not release