

## Application for referral to mediation

**NOTE: DO NOT use this form if all parties have agreed to mediation and to a QCAT Panel Mediator, use Form 71 instead.**

### Part A

**CONTACT DETAILS** (full contact details of the person applying for mediation must be supplied. For multiple applicants attach details on a separate sheet)

Name

ACN/ABN (if applicable)

Postal Address

Suburb

State/Territory

Postcode

Contact details (MUST be provided)

Mobile

Alternative number

Email

QCAT case number

Are you self-represented?

Yes (go to Part B)

No (fill in the representative details below)

Name of representative

ACN/ABN (if applicable)

Representative company name

Postal Address

Suburb

State/Territory

Postcode

Contact details (MUST be provided)

Mobile

Alternative number

Email

## Part B

### RESPONDING PARTY'S DETAILS *(full contact details must be supplied)* *(for multiple respondents attach details on a separate sheet)*

**Name**

**ACN/ABN** *(if applicable)*

**Postal Address**

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**Suburb**

**State/Territory**

**Postcode**

**Contact details** *(MUST be provided)*

*Mobile*

*Alternative number*

*Email*

**Name of representative** *(if known)*

**ACN/ABN** *(if applicable)*

**Representative company name**

**Postal Address**

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**Suburb**

**State/Territory**

**Postcode**

**Contact details** *(MUST be provided)*

*Mobile*

*Alternative number*

*Email*

## Part C

## DISPUTE INFORMATION

**Please indicate the category that best describes the nature of your dispute:**

Building

Discrimination

Motor vehicle consumer claims

Body corporate disputes

Retail shop lease

Manufactured homes

Retirement village disputes

Neighbourhood disputes (trees and fences)

Other (please specify below)

**Please summarise the nature of your dispute:**

**Have the parties mutually agreed to a mediation?**

Yes (*go to Part D*)

No (*please provide details of any objection to mediation and then proceed to Part D*):

## Part D

## PREFERENCES

*Please complete this section to assist the Principal Registrar or Tribunal in nominating a mediator.*

**Having confirmed the availability of the relevant QCAT Panel Mediators, if the matter is referred to mediation, my three (3) preferences for a mediator are in order of preference: (a full list of QCAT Panel Mediators is available on the [QCAT website](#))**

- 1.
- 2.
- 3.

**The Principal Registrar or Tribunal will determine if a referral to mediation will be made and will nominate a mediator from the QCAT Mediation Panel if the parties cannot agree, taking into account matters such as:**

- *The nature of the dispute*
- *Location of the parties, the mediation, and any subject property*
- *Availability of the QCAT Panel Mediator and the parties*
- *Financial circumstances of the parties*
- *Actual or perceived conflicts of interest*
- *Preferences for mediators*
- *Any other relevant considerations.*

**Please provide details relating to any of the above matters to assist with mediator selection:**

**Please indicate your preferred or latest date you would like the mediation to be conducted:**

Within 2 weeks

Within 30 days

Later than 30 days

Specific date:

## Part E

## DECLARATION

**I / We have given a copy of this form to the responding parties and I / we have informed them that they need to advise the Tribunal of their preference for a mediator and any other relevant factors for consideration within five (5) business days of receiving this form.**

## 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

**Filing Details**

Deliver to:	Mail to:	Email 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: <a href="https://courts.qld.gov.au/contacts/courthouses">courts.qld.gov.au/contacts/courthouses</a>	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001 OR your local Magistrates Court. To find your local courthouse visit: <a href="https://courts.qld.gov.au/contacts/courthouses">courts.qld.gov.au/contacts/courthouses</a>	<a href="mailto:QCATcivil@justice.qld.gov.au">QCATcivil@justice.qld.gov.au</a>