

**Instructions for completing****Referral of a matter (non-disciplinary)****General instructions****Copies of the application and providing copies to other parties**

The referral form and all attachments must be accompanied by three copies. Where there is more than one respondent, an extra copy of the referral form and attachments is required for each additional respondent.

Generally, you must give a copy of the referral to all parties to the proceeding as soon as practicable, and no later than seven days after the referral is filed. In the case of a referral under the *Anti-Discrimination Act 1991* the tribunal will serve a copy of the referral on the parties.

**Referrals may be lodged**

*In person:* Queensland Civil and Administrative Tribunal, Level 11, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any Magistrates Court outside of the Brisbane CBD.

*By mail:* QCAT, GPO Box 1639, Brisbane 4001

Some referrals may be lodged by fax or email. For more information call 1300 753 228 or visit [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

**PART A LEGISLATION UNDER WHICH REFERRAL IS MADE**

Please indicate the section and Act under which referral is made.

**PART B APPLICANT'S AND RESPONDENT'S DETAILS**

- More than one applicant and respondent may be named in a referral.
- If there is insufficient space for the names of either applicant or respondent you may attach additional pages with similar details.
- If the applicant or respondent is not an individual then the correct name must be used, for example:
  - a company name
  - a business name regardless of whether it is registered under the *Business Names Act 1962*
  - a State agency name, for example a Queensland Government department.
- 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.
- Any change in your address for notices must be filed in the tribunal and give to all other parties.

## **Instructions for completing** *(continued)*

### **PART B APPLICANT'S AND RESPONDENT'S DETAILS** *(continued)*

#### **Representative's details**

If you want your representative's address as your address for notices, please complete your representative's details.

If you want your representative to represent you in any proceedings before the tribunal you must complete the form *Application for leave to be represented*.

You are not required to seek leave if:

- you are a child or a person with impaired capacity
- your case is a disciplinary case
- an Act or the Rules state that you may be legally represented.

### **PART C DETAILS OF MATTER REFERRED TO THE TRIBUNAL**

An Act may require you to include certain information or documents with your referral. Please attach these to this referral form.

For a referral under the *Anti-Discrimination Act 1991*, the Anti-Discrimination Commissioner must attach to the referral all relevant documents, such as:

- the complaint
- any further information or allegations from the complainant
- relevant business name and/or company search results
- notification letters from the Commission to the respondents
- documents obtained through a direction under s156
- any written response from the respondents
- any submissions by the parties relating to decisions under s138 (extension of time) and/or s168 (to lapse a complaint)

Form Number 35 (version 1)

Queensland Civil and Administrative Tribunal Act 2009 (section 34)

## Referral of a matter (non-disciplinary)

Refer to attached instructions at the front of this application prior to filling out this form.

### For office use only

<b>Case number:</b>	
<b>Date:</b>	
<b>Registry:</b>	
<b>Sent to:</b>	
<b>Fee paid:</b>	
<b>Rec no:</b>	

### PART A LEGISLATION UNDER WHICH REFERRAL IS MADE:

<b>Act:</b>	<input type="text"/>
<b>Section:</b>	<input type="text"/>

## PART B APPLICANT'S DETAILS

### Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>	<i>Given name/s</i>	<i>Surname/Family name</i>

### Company

<input type="text"/>	<b>ABN</b>	<input type="text"/>
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### Address

<input type="text"/>		
<input type="text"/>	<b>Postcode</b>	<input type="text"/>

### Telephone

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Home</i>	<i>Business</i>	<i>Mobile</i>

### Fax

<input type="text"/>
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### Email

<input type="text"/>
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### Representative's details *(if applicable)*

- Tick if you want this to be your address for notices
- Tick if you want your representative to represent you in proceedings before the tribunal *(see Part B of the instructions – you may be required to seek the tribunal's leave for this to happen by making an application under the form Application for leave to be represented)*.

### Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>	<i>Given name/s</i>	<i>Surname/Family name</i>

### Company

<input type="text"/>	<b>ABN</b>	<input type="text"/>
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### Address

<input type="text"/>		
<input type="text"/>	<b>Postcode</b>	<input type="text"/>

### Telephone

<input type="text"/>	<input type="text"/>
<i>Business</i>	<i>Mobile</i>

### Fax

<input type="text"/>
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### Email

<input type="text"/>
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**PART B RESPONDENT'S DETAILS**

**Name**

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>	<i>Given name/s</i>	<i>Surname/Family name</i>

**Company**

<input type="text"/>	<b>ABN</b>	<input type="text"/>
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**Address**

<input type="text"/>		
<input type="text"/>	<b>Postcode</b>	<input type="text"/>

**Telephone**

( ) <input type="text"/>	( ) <input type="text"/>	<input type="text"/>
<i>Home</i>	<i>Business</i>	<i>Mobile</i>

**Fax**

( ) <input type="text"/>
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**Email**

<input type="text"/>
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**Representative's details (if applicable)**

**Name**

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Title</i>	<i>Given name/s</i>	<i>Surname/Family name</i>

**Company**

<input type="text"/>	<b>ABN</b>	<input type="text"/>
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**Address**

<input type="text"/>		
<input type="text"/>	<b>Postcode</b>	<input type="text"/>

**Telephone**

( ) <input type="text"/>	<input type="text"/>
<i>Business</i>	<i>Mobile</i>

**Fax**

( ) <input type="text"/>
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**Email**

<input type="text"/>
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## PART E CHECKLIST AND SIGNATURE

- I have completed all questions on the referral form according to the instructions
- I have provided the correct number of copies of the application form and attachments (for the number of copies required – see instructions)
- I am ready to proceed with this referral

### Interpreter

Is an interpreter required?

- Yes       No

*If YES, please specify language*

### 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 – \$10,000.

## SIGN AND DATE HERE

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

*Applicant/s sign here*

*Date*

If more than one applicant is named all must sign the application.