

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

Referral of a matter (non-disciplinary) - agency

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

Refer to the attached instructions before filling out this form.

Part A	LEGISLATION UNDER WHICH REFERRAL IS MADE
<p>Act</p> <p>Section</p>	

Part B	APPLICANT'S DETAILS <i>(full contact details must be supplied)</i> <i>(for multiple applicants attach details on a separate sheet)</i>		
<p>The applicant is the party who made the original complaint. If the applicant is not an individual, then the precise/exact company name, a business name (whether registered or not, including real estate agencies), or the name of a State agency or department must be included. Include all proper applicants.</p>			
Name		ACN/ABN <i>(if applicable)</i>	
Street Address			
<hr/>			
Suburb	State/Territory	Postcode	
Postal Address (if different)			
<hr/>			
Suburb	State/Territory	Postcode	
Contact details <i>(MUST be provided)</i>			
<i>Mobile</i>	<i>Alternative number</i>	<i>Email</i>	

Part B

APPLICANT'S DETAILS *(continued)* *(full contact details must be supplied)* *(for multiple applicants attach details on a separate sheet)*

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

Street Address

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

Postal Address (if different)

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

Contact details *(MUST be provided)*

Mobile *Alternative number* *Email*

Part C

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

The respondent is the other party against whom the original complaint was made. If the respondent is not an individual, then the precise/exact company name, a business name (whether registered or not, including real estate agencies), or the name of a State agency or department must be included. Include all proper respondents.

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

Street Address

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

Postal Address (if different)

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

Contact details *(MUST be provided)*

Mobile *Alternative number* *Email*

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

<div>Part D</div> <div>DOES ANY PARTY IDENTIFY AS ABORIGINAL OR TORRES STRAIT ISLANDER TO THE KNOWLEDGE OF THE PERSON COMPLETING THIS REFERRAL?</div>	
No	Yes, Torres Strait Islander
Yes, Aboriginal	Yes, both Aboriginal and Torres Strait Islander

DETAILS OF MATTER REFERRED TO THE TRIBUNAL

[illegible]

Part F

ASSISTANCE AT THE TRIBUNAL HEARING

Is an interpreter required at the hearing?

Yes - please specify language or Auslan:

No

Are any of the following needs required to the knowledge of the person completing this referral?

wheelchair/mobility access

speech impairment

hearing impairment/loss

vision impairment/loss

other

If any of the above boxes have been ticked, please provide details below:

REPRESENTATION

If the applicant or respondent want someone to represent them in any proceedings before the Tribunal they must complete [Form 56 - Application for leave to be represented](#). They are not required to seek leave if they are a person with impaired capacity. Visit the QCAT website for more information about [legal advice and representation](#).

CHECKLIST

I have completed all of the questions on this referral.

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*).

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

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

Agency delegate sign
here

Date

Print name of agency
here

Print name and
position of delegate
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 35

Referral of a matter (non-disciplinary) - agency

Identify and naming parties

The applicant and respondent must be named correctly. If the party is not an individual then the precise/exact company name, a business name (whether it is registered or not, including real estate agencies), or the name of a State agency or department must be included. To ensure that action is being taken against the right organisation, you **MUST** include the correct ABN/ACN for the company or registered business name. If a party is not correctly named, they may not be able to enforce any order made against them if the claim succeeds.

Visit the QCAT website for information on [identifying and naming the parties](#) or contact the Australian Securities and Investment Commission (ASIC) for business name and company information. A search fee may be charged.

More than one applicant or respondent can be named in an application. If there is more than one, then all **MUST** be named. If there is not enough space to include additional parties, a separate sheet of paper can be attached to this application with the contact details.

Lodging the referral

Before the referral can be lodged, QCAT requires the original and **two (2)** photocopies of the referral and all supporting material. An extra copy is required for each additional respondent. If the documents are filed in person or by post, then a stamped A4 envelope addressed to the applicant must be included.

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 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](#).