

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

Application for reopening, correction, renewal or amendment

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

Part A WHAT ARE YOU APPLYING FOR?

Tick the appropriate box (*one box only*):

- Application for reopening of a proceeding
- Application to correct a decision
- Application for renewal of a final decision
- Application to amend a settlement order

Part B APPLICATION AND MATTER DETAILS

Applicant (*the party who made the original application*)

Respondent (*the party against whom the original application was made*)

QCAT case number

Location of Registry
(*the QCAT registry or Magistrates Court where the original application was made*)

Part C

CONTACT DETAILS *(full contact details must be supplied)*

Tick the appropriate box to say who you are and provide your contact details.

I am the: Applicant Respondent

Name

Postal Address

Suburb

State/Territory

Postcode

Contact details *(MUST be provided)*

Mobile

Alternative number

Email

Part D

DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL

(please complete the relevant section/s only)

1. Application for reopening of a proceeding

I am making this reopening application because:

I did not appear and had a reasonable excuse for not attending the hearing on:

/ /

Day Month Year

Please provide details below:

I would suffer a substantial injustice if the proceeding was not reopened because significant new evidence has arisen and that evidence was not reasonably available when the proceeding was first heard and decided. *Please provide details below and attach copies of the new evidence.*

2. Application to correct a decision

I/We apply to correct a decision made by the Tribunal in the following proceeding:

on the / /
Day *Month* *Year*

List the reasons that a mistake in the Tribunal's decision needs to be corrected:

3. Application for renewal of a final decision

I/We apply for a renewal of a final decision of the Tribunal made on the: / /
Day *Month* *Year*

List the reasons why it is not possible for the Tribunal's decision to be complied with or enforced:

4. Application to amend settlement order

and

the parties to a settlement order made on the: / /
 Day Month Year

apply for amendment of an order giving effect to settlement. A copy of the settlement order is attached to this application, and does not reflect the intention of the parties in the following way/s:

CHECKLIST

- I have completed all of the questions on this application.
- 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*).
- I am aware that if there is a prescribed fee it must be paid at time of lodgement.
- I have attached all relevant documents.
- I am ready to proceed with this application.

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

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 43

Application for reopening, correction, renewal or amendment

Use this application form:

- for reopening of a proceeding;
- to correct a decision;
- for renewal of a final decision;
- to amend a settlement order.

Fees

There is **no fee** to correct a decision, for renewal of a final decision or to amend a settlement order. There is an **application fee** for reopening of a proceeding.

Copies of the application and providing copies to other parties

No extra copies of the application form and attachments are required for cases related to:

- *Adoption of Children Act 1964*
- *Child Care Act 2002*
- *Child Protection Act 1999*
- *Commission for Children and Young People and Child Guardian Act 2000*
- *Disability Services Act 2006*, section 123ZK(8) or 123ZN(5)
- *Guardianship and Administration Act 2000*.

You also do not need to give a copy of the application to another party in those cases.

For a **minor civil dispute**, the application form and all attachments must be accompanied by **two (2) copies**. Where there is more than one respondent, an extra copy of the application form and attachments is required for each additional respondent.

For **all other cases**, the application form and all attachments must be accompanied by **three (3) copies**. Where there is more than one respondent, an extra copy of the application form and attachments is required for each additional respondent.

Generally, you must give a copy of the application to all parties to the proceeding as soon as possible, and **no later than SEVEN (7) days** after the application is filed.

Providing evidence

You **MUST** attach a copy of all relevant documents that you want to use as evidence to prove your case at the Tribunal hearing.

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 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](#).