

Instructions for completing application

Application to be joined to a proceeding

General instructions

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 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 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 practicable, and no later than seven days after the application is filed.

Applications may be lodged

If the matter is a minor civil dispute the application to be joined must be lodged in the registry where the application that started the proceedings was lodged.

Otherwise, your application may be lodged:

In person: Queensland Civil and Administrative Tribunal, Level 9, 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 affidavits may be lodged by fax or email. For more information call 1300 753 228 or visit www.qcat.qld.gov.au

Instructions for completing *(continued)*

PART C MY DETAILS

- If the joining party is not an individual then the correct name must be used, for example:
 - a company's name,
 - a business name regardless of whether it is registered under the *Business Names Act 1962*,
 - a State agency's 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 given to all other parties.

Representative's details

If you want your representative's address as the 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*. Generally the tribunal expects people to represent themselves. It may not grant your request.

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.

Form Number 45 (version 1)
Queensland Civil and Administrative Tribunal Act 2009 (section 42)

Application to be joined to a proceeding

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

For office use only

Case number:

Date:

Registry:

Sent to:

PART A EXISTING PARTIES DETAILS

Applicant

Respondent

PART B EXISTING PROCEEDING DETAILS

Case number (if known)

PART C MY DETAILS

Name (own contact details must be supplied)

Title

Given name/s

Surname/Family name

Company/Partnership/other

ABN

Business Name

PART C MY DETAILS

Address
 Postcode

Telephone () ()
Home Business Mobile

Fax ()

Email

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 C 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). The tribunal may not give you leave to be represented.

Name

Title Given name/s Surname/Family name

Company/Partnership/other

ABN

Business Name

Address
 Postcode

Telephone ()
Business Mobile

Fax ()

Email

PART D DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL

I wish to be joined to the proceeding described above for the following reasons:

PART E CHECKLIST AND SIGNATURE

- I have completed all questions on the application 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)

Interpreter

Is an interpreter required?

- Yes No

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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 application is true to the best of my knowledge.

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Applicant/s sign here

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Date

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