

## Application to be joined to a proceeding

### Part A

### EXISTING PARTIES AND PROCEEDING DETAILS

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

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

**QCAT case number**

### Part B

### CONTACT DETAILS *(full contact details must be supplied)* *(for multiple applicants please attach details on a separate sheet)*

The applicant is the party who is making this application. If the applicant is not an individual then you must use the proper full company name, business name or the full name of the State agency or department. You must include all proper applicants.

**Who are you applying as:**

Applicant

Respondent

Another person

**Name**

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

**Postal Address**

**Suburb**

**State/Territory**

**Postcode**

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

*Mobile*

*Alternative number*

*Email*

**Name**

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

**Postal Address**

**Suburb**

**State/Territory**

**Postcode**

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

*Mobile*

*Alternative number*

*Email*

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

## Part C

## LIST THE REASONS FOR THIS APPLICATION

Please list your reasons in numbered paragraphs. If there is insufficient space please attach additional pages. You MUST attach copies of all documents that you say are relevant to this application.


## Part D

## ASSISTANCE AT THE TRIBUNAL HEARING

**Will you require an interpreter at the hearing?**

Yes - please specify language or Auslan:

No

**Do you have any of the following needs?**

wheelchair/mobility access

for speech impairment

for hearing impairment/loss

for vision impairment/loss

other

If you have ticked any of these boxes, please provide details below.


## 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 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](https://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](https://courts.qld.gov.au/contacts/courthouses)

## INSTRUCTIONS FOR COMPLETING FORM 45

### Application to be joined to a proceeding

Use this application form to be joined to 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 practicable, 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](#).

If you want your representative to represent you in any proceedings before the tribunal you must complete Form [56 - Application for leave to be represented](#). You are not required to seek leave if you are a child or a person with impaired capacity. Visit the QCAT website for more information about [legal advice and representation](#).

#### 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](#).