

Response to minor civil dispute – minor debt

This form **MUST** be filed at the registry where the original application was filed

Part A APPLICATION AND MATTER DETAILS

Applicant (the party who made the original application)

QCAT case number

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

Part B RESPONDENT'S DETAILS (your full contact details must be supplied)

The respondent is the party against whom the original application was made. If the respondent is not an individual then you must use the proper full company or full name of the State agency or department. If your business name has been named as the respondent, you must disclose the names of all persons, partners, or companies that carry on business under that business name.

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

Postal Address

Suburb

State/Territory

Postcode

Contact details (MUST be provided)

Mobile

Alternative number

Email

Do you identify as Aboriginal or Torres Strait Islander?

No

Yes, Torres Strait Islander

Yes, Aboriginal

Yes, both Aboriginal and Torres Strait Islander

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](#).

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

ACN/ABN (if applicable)

Postcode

Email

DETAILS OF RESPONSE

If applicable, I admit I owe: \$

[illegible]

Part C

DETAILS OF RESPONSE *(continued)*

If applicable, I dispute that I owe: \$

I dispute the following allegations in the application, for the reasons set out below:

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

speech impairment

hearing impairment/loss

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 response.

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, including but not limited to, any agreements, contracts, invoices, receipts and colour copies of photographs.

I am ready to proceed.

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 respondent is named, then all must sign)*

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

Respondent/s sign
here

Date

Print your name/s here

Lodgement Details

IMPORTANT: This form MUST be filed at the registry or local courthouse where the original application was filed.

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 7

Respond to minor civil dispute – minor debt

A minor debt dispute is a disagreement between you and another person, business or company about an agreed and fixed amount of money up to \$25,000 (excluding interest).

If you have been served with a minor debt application and are listed as a respondent you must lodge a response to the application. You have 28 days from the day you were given a copy of the application to lodge your response. If you do not lodge a response, the applicant can seek a decision by default. Visit the QCAT website for information about responding to an application.

What is a response?

A response is where you outline facts which try to disprove the original claims. You should include any supporting documentation or evidence to support your response.

Identify and naming parties

The applicant and respondent must be named correctly. If the party is not an individual then you must use 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. To ensure that you are taking action against the right organisation you **MUST** include the correct ABN/ACN for the company or business name. If you do not correctly name a party you may not be able to enforce any order made against them if you succeed in your claim.

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 everyone **MUST** be named. If there is not enough space to include additional parties, you can attach the contact details (name and address details) on a separate sheet of paper to the application.

Lodging your response

Before you lodge your application with QCAT you must make **two (2)** photocopies of the application and all attached supporting documents and lodge these together with your original application. An extra copy is required for each additional respondent. If you file your documents in person or by post, you must include a stamped self-addressed A4 envelope.

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](#).