

For office use only	
Case number	
Date filed	
Registry	

Application for leave to be represented

DO NOT use this form if you are a person with impaired capacity; a child; a party to a disciplinary proceeding, including a review of a disciplinary decision; or a party to a proceeding where a law or rule states you can be represented.

Part A

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)

I/We

seek to be represented in the proceeding.

Are you applying as a corporation?

Yes

No

Part D

REASONS WHY PROPOSED NON-LEGAL REPRESENTATIVE IS APPROPRIATE

Only complete this section if your proposed representative is not an Australian legal practitioner or government officer. Explain why your proposed representative is appropriate to represent you. If there is insufficient space, please attach additional pages. The proposed representative **MUST** complete the certificate of authority.

CHECKLIST

I have completed all of the questions on this application and attached relevant documents.

I have provided a certificate of authority where necessary (*see instructions for more details*).

I understand that I must give a stamped copy of this application to each other parties before the Tribunal can make a decision.

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

Certificate of Authority

Part A

PROPOSED REPRESENTATIVE'S DETAILS

(full contact details must be supplied)

Representative's name

Representative's firm *(if applicable)*

Postal Address

Suburb

State/Territory

Postcode

Contact details

Mobile

Email **MUST** be provided

Part B

AUTHORITY

I authorise the representative named in this certificate of authority to represent me at:

all proceedings before the Tribunal in relation to the above matter, including any alternative dispute resolution proceedings.

OR

the following proceedings before the Tribunal in relation to this matter:

directions hearing

mediation/conciliation

compulsory conference

hearing

I declare that the representative named in this certificate of authority has sufficient knowledge of the issues in dispute to represent me in the proceedings before the Tribunal specified above.

I declare that the representative named in this certificate of authority is authorised to act as my agent and has authority to settle the proceeding on my behalf.

If the party signing the Certificate of Authority is not an individual person but is an entity such as a business, corporation or association, I certify that I have authority from the entity to authorise this representative to act on behalf of the entity.

(cross out if not applicable)

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 name/s here

Print position/s here

e.g. Managing Director, Director, Secretary, Manager, Business Owner if applicant is an entity such as an organisation, business, corporation or association

INSTRUCTIONS FOR COMPLETING FORM 56

Application for leave to be represented

Parties involved in QCAT matters must usually represent themselves, unless leave to be represented has been given by the Tribunal.

Who can use this form?

If you are an applicant, respondent or an active party in a proceeding before QCAT, you can use this form.

Who can't use this form?

If you are an entity (e.g. a state government agency, corporation, association, partnership or trust), and you can only appear at QCAT through a specified person, please write to us, setting out:

- the parties' names;
- the case number;
- the name and position of the person you want to appear for you;
- the reasons why QCAT should give that person permission to appear on your behalf.

Please note, entities seeking permission for a solicitor or government legal officer to represent them should not fill in this form.

People who do not need permission

Do not use this form if you are:

- a person with impaired capacity;
- a child;
- a party to a disciplinary proceeding, including a review of a disciplinary decision;
- a party to a proceeding where a law or rule states you can be represented.

Lodging your application form

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.

Copies of the application and providing copies to other parties

You do not have to give the other party or parties a stamped copy of the application if your application is related to any of the following enabling Acts:

- *Adoption Act 2009*
- *Child Care Act 2002*
- *Child Protection Act 1999*
- *Commission for Children and Young People and Child Guardian Act 2009*
- *Disability Services Act 2006*, section 123ZK(8) or 123ZN(5)
- *Education and Care Services National Law (Queensland)*
- *Guardianship and Administration Act 2000*.

For these applications **ONLY**, QCAT will give the other party or parties a copy of the application.

For all other applications, you must give a stamped copy of the application to every other party as soon as possible and no later than **7 days** after you lodge the application.

You can give (serve) the application personally, by post or use the services of a Magistrates Court

bailiff, commercial agent or process server. Visit the QCAT website for information on [serving application and documents](#).

You will need to establish that the application has been given to every other party by completing [Form 9 Affidavit of Service](#), or by filing some other evidence or document that shows that every other party has received a stamped copy of the application.

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](#).