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|  | **SUBMISSIONS**  |  |
|  | *You can use this template to prepare written or oral submissions in your QCAT case.* |  |

**QCAT file (reference) number:**

**Applicant/s name:**

**Respondent/s name:**

**Other parties (if any):**

**Who is lodging these submissions?**

**Facts**

[What is this case about? Tell us the facts (including a timeline of events if that is appropriate). So far as you know does the other party agree with your statement of the facts, or do they dispute them?]

**Law**

[Outline the law you think should be applied in the case, for example, is there a particular section of an Act that applies to your case?]

**Issues**

[Outline the main issues you want the Tribunal to decide in the case]

**Arguments**

[Tell us how you think the law applies to the facts in the case and why the Tribunal should decide the case in your favour]

**Orders**

[Tell us what orders you want the Tribunal to make]

**Signature:**

**Name:**

**Date:**