



The Office of the Commissioner for Body Corporate and Community Management (the BCCM Office) offers a dispute resolution service for disputes between parties involved in community title schemes in Queensland.

An application for adjudication can, in most cases, be made if conciliation of the dispute has failed. The adjudication process normally requires all affected persons to be given a copy of the application and an opportunity to make written submissions. An adjudicator may then make an order to resolve the dispute.

Before you start the *Adjudication Application Form*, check:

- Have you obtained a Conciliation Certificate for the dispute?
See *A guide to completing the Adjudication Application Form* for circumstances in which no certificate is required.
- Have you checked the dispute is within the jurisdiction of the BCCM Office?
See *A guide to completing the Adjudication Application Form* for further information.

Before you lodge the *Adjudication Application Form*, check:

- Have you completed all items on the form?
- Have you attached documents necessary to satisfy matters arising under items 4(a), 6, 7, 8 & 9 (if needed)?
- Have all applicants signed and dated the form?
- Have you arranged for payment of the prescribed fee?

The prescribed fees are:

\$65.00 – Ordinary application

\$135.00 – Interim order application (this fee includes the interim order and the final order)

\$14.00 – To inspect documents for each hour or part of an hour, \$55.00 – maximum fee payable for a day

\$1.60 – To obtain photocopies - per page less than 20 pages, \$1.40 for 20 to 50 pages and \$1.00 for more than 50 pages

All fees payable by:

Credit card (see attached *Credit Card Payment Authorisation* if lodging by mail)

- Cheque or money order (made payable to 'BCCM')
- Cash and EFTPOS (only if lodging in person).

Note: the application fee is non-refundable.

For assistance when completing the form please contact the Information Service on freecall 1800 060 119, or by email: bccm@justice.qld.gov.au

All BCCM Office forms, brochures and fact sheets are available online at: www.justice.qld.gov.au/bccm

Disclaimer

The laws referred to in this checklist are complex and various qualifications may apply in different circumstances. The information in this checklist does not constitute legal advice. You are encouraged to obtain independent legal or financial advice if you are unsure of how these laws apply to your situation.

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