



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.

A conciliation application seeks the assistance of a department conciliator in relation to a dispute that parties have been unable to resolve themselves. A Department Conciliator is an impartial person with knowledge of the Body Corporate and Community Management legislation who can help the parties reach their own agreement. The Department Conciliator will not impose a decision on the parties.

Before you complete the *Conciliation Application Form* check:

- Have you attempted to resolve the dispute yourself?
See the *Self Resolution Fact Sheet* for further information
- Have you checked the dispute is within the jurisdiction of the BCCM Office?
See *A guide to completing the Conciliation Application Form* for further information

Before you lodge the *Conciliation Application Form* check:

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

The application fee is \$65.00, 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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