

Conciliation application form*Body Corporate and Community Management Act 1997*

This form is effective from 1 June 2010

Department of **Justice and
Attorney-General****Office Use Only**

Date lodged Time lodged File subject matter MIS ref number

Section 1—Body Corporate/Scheme Information

Name of scheme CTS/CMS number

Address

Locality/suburb State Postcode

Number of lots

Regulation Module (*Standard, Accommodation, Commercial or Small Schemes*)

Section 2—Secretary's information

Name (Individual or corporation)

Address

Locality/suburb State Postcode

Daytime phone Home phone

Mobile Fax

Email address

Section 3—Body Corporate Manager's information

Name (Individual or corporation)

Address

Locality/suburb State Postcode

Daytime phone Home phone

Mobile Fax

Email

Section 4(a)—Applicant's information

Name

Address

Locality/suburb State Postcode

Daytime phone Home phone

Mobile Fax

Email address

Lot number on plan number Circle plan type: BUP/GTP/SP

Section 4(b) – Are you applying as?

Note: Your application will be checked for jurisdiction under the BCCM Act.

Please refer to the Guide to completing a Conciliation application form.

- | | |
|---|--|
| <input type="checkbox"/> an owner | <input type="checkbox"/> an occupier |
| <input type="checkbox"/> the body corporate | <input type="checkbox"/> the body corporate manager |
| <input type="checkbox"/> the committee | <input type="checkbox"/> a committee member |
| <input type="checkbox"/> letting agent | <input type="checkbox"/> caretaking service contractor |
| <input type="checkbox"/> service contractor | |

Section 5(a) – Respondent's information

Name (Individual or corporation)

Address

Locality/suburb State Postcode

Daytime phone Home phone

Mobile Fax

Email address

Section 5(b) – Is the respondent?

- | | |
|---|--|
| <input type="checkbox"/> an owner | <input type="checkbox"/> an occupier |
| <input type="checkbox"/> the body corporate | <input type="checkbox"/> the body corporate manager |
| <input type="checkbox"/> the committee | <input type="checkbox"/> a committee member |
| <input type="checkbox"/> letting agent | <input type="checkbox"/> caretaking service contractor |
| <input type="checkbox"/> service contractor | |

Section 5(c) – Are other persons affected by the outcome sought by you?

Yes (If yes, please provide details below) No

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Section 6 – What outcome are you seeking?

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Section 7—What attempts have you made to resolve this dispute with other parties?

Please attach supporting documentation.

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Section 8—Background to your dispute

What are the reasons for making your application?

If insufficient space on this page, attach concise and relevant details of the background to the dispute on an A4 page under the heading "8. Background".

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Warning: Sections 297 and 298 of the BCCM Act provide that it is an offence for a person to supply false or misleading information or documents in relation to an application. The information requested in this form is collected under the authority of the *Body Corporate and Community Management Act 1997*. It is collected for the purpose of resolving disputes under the Act and for providing information to the community. Information in the application and any attachments will be disclosed to other parties in the dispute.

I believe the information given in this application to be true.

Signature Dated: / /
D D M M Y Y Y Y

Signature Dated: / /
D D M M Y Y Y Y

Note: Each applicant must sign the application. An unsigned or undated application cannot be accepted. If the applicant is a corporation, this form may be signed by a person authorised by the corporation to act on its behalf, and must be accompanied by evidence of authorisation.

If the applicant is the body corporate then a copy of minutes containing the resolution authorising the application should be provided.

Office of the Commissioner for Body Corporate and Community Management

Phone: 1800 060 119

Facsimile: (07) 322 78023

Postal address: GPO Box 1049, Brisbane Qld 4001

Email address: bccm@justice.qld.gov.au

Location: Level 4, Brisbane Magistrates Court, 363 George Street, Brisbane

Website: www.bccm.qld.gov.au

APPLICATION FEE: See Guide to completing the Conciliation application form for current fees. Please note the application fee paid is non-refundable.