



**NOTICE OF CONTINUING CONTRAVENTION  
OF A BODY CORPORATE BY-LAW**

**Section 1**  
**The person/s  
against whom  
the complaint  
is made**

To: Name .....

Address .....

Locality/Suburb ..... State    Postcode

**Section 2**  
**Notice**

**WARNING:**  
If you do not comply with this notice the body corporate may, without any further notice:

**1. Start proceedings in the Magistrates Court for failure to comply with this notice.**

**2. Make an application under chapter 6 of the BCCM Act for the resolution of a dispute.**

**TAKE NOTICE** that the body corporate has reasonable grounds to believe that you are contravening the following by-law (insert number and text of the body corporate by-law):

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.....

.....

and that you have done so in the following manner (provide details of how the by-law has been contravened):

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You are required to cease the contravention within.....days\* of receiving this notice.  
(\* 7 days or such other shorter or longer period as is reasonable in the circumstances)

**Section 3**  
**Signed by  
the authority  
of the body  
corporate  
under seal**

Name of each authorised signatory

Name ..... Signature ..... Date .....

Name ..... Signature ..... Date .....

Name ..... Signature ..... Date .....

Name and address of the body corporate secretary:

Name .....

Address .....

Locality/Suburb ..... State    Postcode