

BCCM**Form 23***Body Corporate and Community Management Regulation 2008, section 4*

Department of Justice

Application – waiver of fee

Use this form if you believe you can't afford to pay the fee for an adjudication or conciliation application. Visit our website for [current application fees](#).

Who can be eligible?

You need to be able to show that paying the fee would cause you financial hardship. For example, if you are behind on paying your mortgage, or have high ongoing medical costs.

Before you apply

You will need to gather details about your income, savings, bills and other costs to fill out the form.

Help with the form

If you have questions about the form, you can contact our Information and Community Education Unit on freecall **1800 060 119** or by email at bccm@justice.qld.gov.au. We can help explain the questions in the form. We can't give legal advice or tell you what to write.

After you apply

We will contact you if your fee waiver application is approved or we need more information. This process usually takes about 5 business days.

Part 1 – Your information

Name	
Address	
Area or suburb	
State	
Postcode	
Email <i>This is the way we prefer to contact you</i>	
Mobile phone	
Other phone	
Name of your body corporate scheme	

Part 2 – Your concession card

If you have a concession card, you must provide a copy with your application. The copy should show both sides of the card.

Please tick which concession card you have. It must be an Australian concession card.

- ☐ Health Care Card
☐ Pensioner Concession Card
☐ DVA Pensioner Concession Card

Part 3 – Your situation

Explain why you can't afford to pay the application fee.

Tell us if you are in any financial hardship arrangements, such as with your bank.

Part 4 – Your finances

Please list all your income and costs in the table below. Add up the totals for each section.

You must provide evidence to support your application.

4.1 Your fortnightly income	Total
Wages, salary and pension income – after tax	\$
Partner, husband or wife salary and pension income – after tax	\$
Interest – such as on your savings or investments	\$
Rent or board you receive	\$
Company profits	\$
Other government payments – such as child support and family tax benefits	\$
Other income	\$
Total of income each fortnight	\$

4.2 Your assets	Total
Account balances – money you have in all bank, credit union and building society accounts	\$
Shares	\$
Managed investments – includes superannuation funds you can draw on now	\$
Bonds	\$
Other liquid assets – such as self-funded pension, rental income (<i>List the assets below</i>)	\$
Subtotal – value of accounts and other cash assets	\$

4.3 Your living costs	Total
Give the amount you pay each fortnight.	
Food	\$
Mortgage or rent	\$
Body corporate fees	\$
Bills – such as gas, electricity, water, heating, telephone, rates, insurance	\$
Credit card repayments	\$
Loans and/or lease repayments	\$
Car and transport – such as petrol, public transport tickets	\$
Ongoing medical costs – such as medicines and regular treatments	\$
Children's costs – such as child support, childcars, and school fees	\$

4.3 Your living costs (continued) Give the amount you pay each fortnight.	Total
Buy now pay later services – such as Afterpay, Zip Pay	\$
Other (<i>give details</i>)	\$
Total of living costs each fortnight	\$

Part 5 – Evidence

Tick to confirm you have attached copies of these documents:

- ☐ bank statements – showing your income and costs for six months
- ☐ concession card – showing both sides of the card

List any other evidence you are attaching:

Authority to submit the form

Tick to confirm the information is correct:

- ☐ I believe the information given in this application to be true

How to send your application

Send your form and attachments by email to bccm@justice.qld.gov.au.

How we use your personal information

We collect personal and financial information from you to decide if paying fees will cause you hardship. We do this under the *Body Corporate and Community Management Act 1997*. We will only use your information for this purpose. We will not use or share your details for other reasons unless it is legal or we have to by law. We handle your personal information in line with the rules of the *Information Privacy Act 2009*.

Laws that apply

The *Body Corporate and Community Management Act 1997* is the law that applies to managing bodies corporate in Queensland.

Form in use from 1 July 2025

