

*Body Corporate and Community Management Act 1997, section 239B*

Adjudication application form

Use this form to apply for an adjudicator's order to solve a body corporate dispute. The adjudicator will review the application and make a legally binding decision based on the submissions and evidence.

You can also apply for an interim order using this form. An interim order is a temporary order. It is only for urgent situations. For example, to put a stop to a harmful action while you are waiting for a decision on your final order.

Before you apply

Before you fill out the form, read the [adjudication application guide](#).

Use the checklist to make sure you have done all the steps before you submit the form. Find out more about the adjudication process by watching our video [Understanding adjudication](#).

What you will need

To fill out the form you will need details about your body corporate, including the:

- registered name
- community management statement (CMS) number
- secretary's contact information
- manager's contact information.

If you don't know the registered name of your body corporate, the CMS number or the regulation module contact [Titles Queensland](#) on **07 3497 3479**.

Attaching additional page

If you need more space to complete a section, you can attach a separate page. Please make sure each attached page is clearly labelled with the section number and your name. For example, 'Section 5c Joe Smith'. If you are submitting this form online, you can attach the pages as a Word document or PDF.

Fees

There is a fee to apply. We can only process your application after you pay the fee. See our website for [current application fees](#). The fee is not refundable. If you can't afford to pay, you can [apply to have your fee waived](#).

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. You can also ask someone to help you fill out this form. For example, a family member or support person.

Section 1 – Body corporate/scheme information

If you don't know the registered name, the community management statement (CMS) number or the regulation module, you can contact [Titles Queensland](#).

Name of your registered body corporate	
CMS number	
Number of lots	
Street address of your scheme	
Area or suburb	
State	
Postcode	
Regulation module – if you know it <i>There are 5 types: Standard, Accommodation, Commercial, Small Schemes, Specified Two-lot Schemes.</i>	

Section 2 – Secretary's information

Include the name of your body corporate secretary and a way to contact them. If your body corporate doesn't have a secretary, please write 'nil' in this section.

Name of your body corporate secretary	
Email	
Mobile phone	
Other phone	
Address	
Area or suburb	
State	
Postcode	

Section 3 – Body corporate manager's information

Include the name of your body corporate manager and a way to contact them. If your body corporate doesn't have a manager, please write 'nil' in this section.

Name of your body corporate manager	
Company name	
Email	
Mobile phone	
Other phone	
Address	
Area or suburb	
State	
Postcode	

Section 4 – Who are the applicant and respondent?

The **applicant** is the person or party applying for the order. For example, you as an owner or you on behalf of the body corporate.

The **respondent** is the person or party you are in dispute with. For example, a committee member or a letting agent. They will need to respond to the order.

The applicant must fill out this section.

We can only look at disputes between certain applicants and respondents. There are **5** options. You must choose one of the options. Then, tick the box that says what type of applicant you are. Next, tick the box that says who the respondent is.

Check the guide for more information about who can be an applicant and respondent in a dispute.

Option 1

Who is the applicant?	Who is the respondent?
<input type="checkbox"/> the body corporate	<input type="checkbox"/> the owner(s) of lot <input type="text"/> <input type="checkbox"/> the occupier(s) of lot <input type="text"/> <input type="checkbox"/> a committee member <input type="checkbox"/> the body corporate manager <input type="checkbox"/> a caretaking service contractor <input type="checkbox"/> a letting agent <input type="checkbox"/> a service contractor <input type="checkbox"/> a former body corporate manager <input type="checkbox"/> the original owner (for example, the developer)

Option 2

Who is the applicant?	Who is the respondent?
<input type="checkbox"/> the owner(s) of lot <input type="text"/> <input type="checkbox"/> the occupier(s) of lot <input type="text"/>	<input type="checkbox"/> the body corporate <input type="checkbox"/> the owner(s) of lot <input type="text"/> <input type="checkbox"/> the occupier(s) of lot <input type="text"/>

Option 3

Who is the applicant?	Who is the respondent?
<input type="checkbox"/> a committee member	<input type="checkbox"/> the body corporate <input type="checkbox"/> the committee

Option 4

Who is the applicant?	Who is the respondent?
<input type="checkbox"/> the committee	<input type="checkbox"/> a committee member

Option 5

Who is the applicant?	Who is the respondent?
<input type="checkbox"/> the body corporate manager <input type="checkbox"/> a caretaking service contractor <input type="checkbox"/> a letting agent <input type="checkbox"/> a service contractor <input type="checkbox"/> a former body corporate manager <input type="checkbox"/> the original owner (for example, the developer)	<input type="checkbox"/> the body corporate

Section 5 – Applicant, respondent and other affected people

Section 5(a)

Applicant's contact details

If you are applying on behalf of the body corporate, give its details. For example, 'The body corporate for Ocean View Apartments'.

If you are applying as the owner or occupier, give your details here.

If you are the owner, the details must match [Titles Queensland](#) records. For example, the name of the owner should match how it appears on the title search.

Name	
Email <i>This is the way we prefer to contact you</i>	
Mobile phone	
Other phone	
Postal address	
Area or suburb	
State	
Postcode	

Section 5(b)

Respondent's contact details

The applicant must fill out this section.

Give the details of the person or party you are in a dispute with. If the respondent is an owner, you can contact [Titles Queensland](#) to find out their details. Their details must match [Titles Queensland](#) records. For example, the name of the owner should match how it appears on the title search.

If the other party is a group or business, give the group's name. For example, 'The body corporate for Ocean View Apartments'.

Name	
Email	
Mobile phone	
Other phone	
Postal address	
Area or suburb	
State	
Postcode	

Section 5(c)

Affected persons

Will the adjudicator's order affect anyone else? For example, a caretaking service contractor or another lot owner or occupier.

☐ No

☐ Yes – Give the name and contact details below or attach a separate page with the heading 'Section 5(c)'.

If it affects all owners and occupiers or a particular class of owners, you must write 'all owners' or the class of owners. For example, 'all commercial lots' or 'all lots with a carpark'.

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Section 6 – Orders sought

What orders do you want?

Tell us what you want the adjudicator to do to solve the dispute. For example, 'An order that the decision to cut down the tree in the common property garden is not legal'.

If there is more than one order, please number them.

If you need more space, attach a separate page with the heading '6. Orders sought'.

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Section 7(a)

What have you done to try to solve your dispute?

Explain what you have done to try to solve the dispute yourself. This is called self resolution. You must try self resolution before you submit this form.

If you want more than one order, please give details of self resolution for each one.

Please attach and refer to documents to support your case. For example:

- meeting minutes
- emails
- [BCCM Form 1](#)
- [BCCM Form 10](#)
- [BCCM Form 11](#).

If you need more space, attach a separate page with the heading '7. Self resolution'.

Section 7(b)

Do you have a conciliation certificate?

In most cases you must try [conciliation](#) first. If you don't think your dispute is suitable for conciliation, you need to explain why.

- ☐ Yes – *You must attach a copy of your conciliation certificate.*
- ☐ No – *Explain below why your case is not suitable for conciliation.*

Section 8 – Grounds

For each of the orders you want, please explain:

- a detailed history of the dispute
- why you think you should get each of the orders. For example, tell us which section of the Act is not being followed or which by-law applies to your dispute.

Please attach and refer to documents to support your case. For example:

- quotes
- photographs
- plans or sketches of the lot
- reports from qualified people.

If you need more space, attach a separate page with the heading '8. Grounds'.

Section 9 – Interim order sought

An interim order is a temporary order. It is only for urgent situations. For example, to put a stop to a harmful action while you are waiting for a decision on your final order.

An interim order **will not speed up** the final order. Check the guide and [Practice Direction – Interim orders](#) for more information.

Do you need an interim order?

☐ No

☐ Yes – *Give details below or attach a separate page with the heading '9. Interim order'.*

Tell us what interim order you want:

Explain why it is urgent and what harm might happen if you don't get an interim order. Also explain why you think you should get the interim order:

When and how have you asked the other party in your dispute to stop the action?

Please attach supporting documents. For example, meeting minutes, reports, quotes, emails or photos.

Authority to submit the form

The *Body Corporate and Community Management Act 1997* (the Act) is the law that applies to managing bodies corporate in Queensland. Under sections 297 and 298 of the Act, it is an offence to give false or misleading information or documents.

Step 1 – Tick to confirm the information is correct

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

Step 2 – Tick to confirm who you are

- ☐ I am the person(s) named as the applicant.
- ☐ I am authorised by the named applicant to apply – *Give more details below.*

My name:

How do you know the applicant? *You must attach proof to show you can sign on their behalf.*

- ☐ I am a committee member or body corporate manager – *Attach minutes of committee or body corporate decision.*
- ☐ I am a company director – *Attach a document stating directorship from ASIC or on company letterhead.*
- ☐ Other – *Attach authority, such as a signed letter or power of attorney.*

Checklist to complete the form

- ☐ I have organised to pay for the fee for the application
- ☐ I have completed all relevant sections of the form
- ☐ I have attached all the relevant evidence
- ☐ I have attached all the additional pages as separate documents and labelled them
- ☐ I have tried [self resolution](#) and [conciliation](#)
- ☐ I have ticked the box under 'Authority to submit the form' that shows I am allowed to complete and submit the form for someone else
- ☐ I have read the privacy statement

How to submit this form

You can email us this form at bccm@justice.qld.gov.au.

You can send us this form in the mail.

Office of the Commissioner for Body Corporate and Community Management
GPO Box 1049
Brisbane QLD 4001

How we use your information

We collect information in this form under the rules of the Act. We do this to solve disputes under the Act and to provide information to the community. We will share information in the form and attachments with other parties in the dispute. Read more in the [Form 15 Privacy Statement](#).

Form in use from 1 July 2025

