

Form Number 22 (version 2)

Queensland Civil and Administrative Tribunal Act 2009 (sections 33 and 34)

# Application or referral – disciplinary proceeding

*Refer to attached instructions prior to filling out this form.***For office use only**Case number: Date: Registry: Fee paid: Receipt: **PART A APPLICANT'S DETAILS****APPLICANT'S DETAILS****Name**  
**Address**  
 **Postcode** **Contacts** ( )  ( )   
*Preferred phone number Alternative number Email***REPRESENTATIVE'S DETAILS (if applicable)**

- Tick if you want this to be your address for notices
- Tick if you want your representative to represent you in proceedings before the tribunal

**Name**  
**Address**  
 **Postcode** **Contacts** ( )  ( )   
*Preferred phone number Alternative number Email*

## PART A RESPONDENT'S DETAILS

### RESPONDENT'S DETAILS

#### Name


#### Address

	<b>Postcode</b>	

#### Contacts

( )	( )	
<i>Preferred phone number</i>	<i>Alternative number</i>	<i>Email</i>

### REPRESENTATIVE'S DETAILS *(if applicable)*

#### Name


#### Address

	<b>Postcode</b>	

#### Contacts

( )	( )	
<i>Preferred phone number</i>	<i>Alternative number</i>	<i>Email</i>

## PART B OCCUPATIONAL GROUP *Please tick as appropriate:*

<input type="checkbox"/> architects	<input type="checkbox"/> professional engineers
<input type="checkbox"/> building personnel including registered adjudicators	<input type="checkbox"/> property agents
<input type="checkbox"/> health service providers	<input type="checkbox"/> surveyors
<input type="checkbox"/> legal practitioners	<input type="checkbox"/> teachers
<input type="checkbox"/> motor dealers	<input type="checkbox"/> tour operators
<input type="checkbox"/> plumbers and drainers	<input type="checkbox"/> valuers
<input type="checkbox"/> police officer or other	<input type="checkbox"/> veterinary surgeons
	<input type="checkbox"/> other <i>(please specify)</i> _____

## PART C DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL

The applicant applies to the tribunal to conduct a proceeding to decide whether a disciplinary ground is established.

Order/s sought


What legislative provision(s) provide grounds for taking this disciplinary action?

*Please note: include the name of the legislation*


Particulars of the grounds are set out in the affidavit of 

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 filed with this form.

## INTERPRETER

Is an interpreter required? *The assistance of an interpreter is subject to approval by the tribunal.*

Yes  No

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*If YES, please specify language*

## PART D CHECKLIST AND SIGNATURE

- I have completed all questions on the application form according to the instructions
- I have provided the correct number of copies of the application form and attachments (for the number of copies required – see instructions)
- I have paid the prescribed fee (if applicable)
- I am ready to proceed with this application.

## WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.

Maximum penalty for such an offence – 100 penalty units.

## SIGN AND DATE HERE

The information in this application is true to the best of my knowledge.

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*Applicant/s sign here*

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*Date*

**If more than one applicant is named all must sign the application.**

**Instructions for completing****Application or referral – disciplinary proceeding****General instructions**

This form is to be completed by a board, chief executive, commission or other entity regarding an application or referral for a disciplinary proceeding.

If you want to apply for a review of a disciplinary decision, please complete Form 23 – *Application to review a decision*.

**Copies of the application and providing copies to other parties**

When lodging your original application and any attachments, you must also provide three copies of all of the documentation being lodged and a stamped, self-addressed envelope. If there is more than one respondent, you must include an extra copy of the application form and attachments for each additional respondent.

The tribunal will return sealed copies to you, at the address you provide.

Generally, you must then give a copy of the application and all attachments to all parties to the proceeding as soon as practicable, and no later than seven (7) days after the application is filed.

**Applications may be lodged in person or by post**

**By post:** QCAT, GPO Box 1639, Brisbane QLD 4001  
*If you are posting your original application and copies to QCAT, you must include a stamped self-addressed A4 envelope with your application.*

**In person:** QCAT, Level 11, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any Magistrates Court outside of the Brisbane CBD.

To find your nearest Magistrates Court, look under “Justice and Attorney-General” in the phone book or visit [www.courts.qld.gov.au](http://www.courts.qld.gov.au). For more information visit [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au) or call 1300 753 228.

**PART A APPLICANT AND RESPONDENT DETAILS**

If there is insufficient space for the names of either applicant or respondent, you may attach additional pages with similar details.

If the applicant or respondent is not an individual then the correct name must be used e.g. a company name, a business name (whether it is registered or not). You must also state the correct ABN/ACN for the company or business name. Please refer to the tribunal’s factsheet *How to identify and name the parties in QCAT* available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au).

## **Instructions for completing (continued)**

### **Representative's details**

Your address will be the address at which documents are given or sent to you, unless you indicate your representative's address as your address for notices. If you want your representative's address as the address for notices, please complete your representative's details.

### **PART B OCCUPATIONAL GROUP**

Please indicate the occupational group to which the respondent belongs.

### **PART C DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL**

You must provide particulars of the grounds of the disciplinary action and details of the orders sought from the tribunal. You may attach the additional information for orders sought in an attachment and file and serve the attachment with this application. You will also need to file and serve an affidavit providing details of the grounds for taking disciplinary action.

You must also specify the legislation under which the application or referral is made.

### **Your Information**

QCAT collects your contact details for the purposes of compliance with the *Queensland Civil and Administrative Tribunal Act 2009* in relation to proceedings in QCAT. QCAT may contact you to seek your assistance in research to assist in the evaluation of the operation of QCAT. You are not obliged to participate in feedback or surveys. If you do participate no identifying particulars will be published. QCAT will not disclose your contact details or any other personal information to a third party unless required by law.