

## Office of the Commissioner for Body Corporate and Community Management

**Application for an order by a Referee**

Building Units and Group Titles Act 1980  
This form is effective as at 2 September 2013

**BUGTA Form**

<b>Office Use Only</b>	
Date lodged..... Time lodged..... File subject matter..... MIS ref number.....	
<b>Section 1 – Body Corporate / Parcel Information</b>  Please supply the registered details of the body corporate / parcel.	Name of body corporate/parcel..... Plan number..... BUP/GTP ( <i>circle</i> )      Number of lots..... Address..... Locality/suburb..... State..... Postcode.....
<b>Section 2 – Secretary's information</b>  Please supply the contact details for the secretary as elected.  If no secretary elected, please advise in this section.	Name..... Address..... Locality/suburb..... State..... Postcode..... Daytime phone/mobile numbers..... Email..... Fax.....
<b>Section 3 – Body Corporate Manager's details</b>  Please supply details of the current body corporate manager for the parcel.  If no body corporate manager has been appointed please advise in this section.	Name..... Address..... Locality/suburb..... State..... Postcode..... Daytime phone/mobile numbers..... Email..... Fax.....
<b>Section 4(a) – Applicant's information</b>  Please supply the applicant's details as registered (for example the name of the owner as it appears on the title search).	Name..... Address..... Locality/suburb..... State..... Postcode..... Daytime phone/mobile numbers..... Email..... Fax..... Lot number.....on Plan number..... BUP/GTP ( <i>circle</i> )

<p><b>Section 4(b) – Are you applying as?</b></p> <p>See <i>section 77(1)</i> and <i>sections 79-94B</i> of BUGTA for details of persons who may apply for an order by a referee.</p>	<p><input type="checkbox"/> a proprietor (owner) of a lot <span style="margin-left: 200px;"><input type="checkbox"/> the body corporate</span></p> <p><input type="checkbox"/> an occupier of a lot <span style="margin-left: 180px;"><input type="checkbox"/> the body corporate manager</span></p> <p><input type="checkbox"/> a person with an interest in a lot (<i>eg. a mortgagee in possession</i>)</p>
<p><b>Section 5(a) – Respondent's information</b></p>	<p>Name.....</p> <p>Address.....</p> <p>Locality/suburb..... State..... Postcode.....</p> <p>Daytime phone/mobile numbers.....</p> <p>Email..... Fax.....</p> <p>Lot number.....on Plan number..... BUP/GTP (<i>circle</i>)</p>
<p><b>Section 5(b) – Is the respondent?</b></p> <p>See <i>section 77(1)</i> and <i>sections 79-94B</i> of BUGTA for details of persons against whom an order may be made.</p>	<p><input type="checkbox"/> a proprietor (owner) of a lot <span style="margin-left: 200px;"><input type="checkbox"/> the body corporate</span></p> <p><input type="checkbox"/> an occupier of a lot <span style="margin-left: 180px;"><input type="checkbox"/> the body corporate manager</span></p> <p><input type="checkbox"/> a person with an interest in a lot (<i>eg. a mortgagee in possession</i>)</p> <p><input type="checkbox"/> chairperson, secretary or treasurer (<i>please indicate</i>)</p>
<p><b>Section 5(c) – Are other persons affected by the order sought by you?</b></p> <p>Provide contact details/postal addresses for all affected persons unless they are a class of person such as 'all owners'.</p>	<p><input type="checkbox"/> Yes (<i>provide details below or attached</i>) <span style="margin-left: 50px;"><input type="checkbox"/> No</span></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Section 6 – What attempts have you made to resolve the dispute by internal dispute resolution?</b></p> <p>A referee may not have jurisdiction to decide your application unless satisfied that you have made reasonable attempts to resolve the dispute.</p> <p>If insufficient space, attach details on an A4 page under the heading: "6. <i>Self resolution</i>"</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>



