



Notice to body corporate of a contravention of a body corporate by-law

Body Corporate and Community Management Act 1997

This form is effective from 28 February 2012

If you need help completing this form, please visit www.justice.qld.gov.au or contact the BCCM Office on free call 1800 060 119.

NOTES: THIS FORM APPLIES ONLY TO SCHEMES REGULATED UNDER THE FOLLOWING REGULATIONS:

- *Body Corporate and Community Management (Standard Module) Regulation 2008*
- *Body Corporate and Community Management (Accommodation Module) Regulation 2008*
- *Body Corporate and Community Management (Commercial Module) Regulation 2008*
- *Body Corporate and Community Management (Small Schemes Module) Regulation 2008*

For schemes regulated under the *Body Corporate and Community Management (Specified Two-Lot Schemes Module) Regulation 2011*, refer to BCCM Form 25 – Notice to owner of a contravention of a body corporate by-law.

Section 1—Body Corporate details

Name and address of person authorised to receive notices on behalf of the body corporate.	Name
	Postal address
	Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Section 2—Complainant

Person making the complaint.	Name
	Postal address
	Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Lot number

Section 3—Respondent details

Person/s against whom the complaint is made.	Name
	Postal address
	Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Lot number

Section 4—Complaint details

Insert number and text of the body corporate by-law.	<p>TAKE NOTICE that I/we believe that the respondent has contravened a provision of the following by-law and the circumstances of the contravention make it likely that the contravention will continue or be repeated:</p> <p>.....</p> <p>.....</p> <p>.....</p>
Provide details of how the by-law is being contravened.	<p>I/we believe that the respondent has contravened the by-law in the following manner:</p> <p>.....</p> <p>.....</p> <p>.....</p>
Signature of complainant/s	<p>I/we ask that the body corporate give the respondent a contravention notice for the contravention of the by-law.</p> <p>Signature of complainant/s</p> <p>Dated: <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;">D D / M M / Y Y Y Y</p>