

## Application – *Unit Titles (Management) Act 2011*

ACAT file number

### 1. APPLICANT

See attached information on who may lodge an application. For multiple applicants, attach a separate page.

**Name**  
(if a company, include  
ACN/ARBN)

**Postal address**  
(if a company, address should be  
the registered office)

**Email**  
(preferred contact)

**Telephone**

**Are you the**

☐

Owner

☐

Occupier

☐

Owners Corporation

☐

Executive Committee

**Other**  
(please specify)

For example: Creditor, Developer, Director-General, Executive Committee Member, Former Manager, Grantee, Manager, Service Contractor.

ACAT will use these details to communicate with you.

### 2. APPLICANT'S AUTHORISED REPRESENTATIVE (IF ANY)

A representative who is not a lawyer must lodge a *Power of Attorney* (for an individual) or an *Authority to Act for a Corporation* (for any other legal entity).

**Name**

**Postal address**  
(if a company, address should  
be the registered office)

**Email**  
(preferred contact)

**Telephone**

If you have an authorised representative, ACAT will communicate with your representative.

A copy of this application form will be provided to the applicant, the respondent and any other party. ACAT hearings are usually open to the public and information provided to ACAT may be publicly available. If you have concerns about your information being made public please contact the Registry.

### 3. RESPONDENT

See attached information on who is the correct respondent. For multiple respondents, attach a separate page.

**Name**  
(if a company, include  
ACN/ARBN)

**Postal address**  
(if a company, address should be  
the registered office)

**Email**  
(preferred contact)

**Telephone**

**Is the respondent the**

☐

Owner

☐

Occupier

☐

Owners Corporation

☐

Executive Committee

**Other**  
(please specify)

For example: Creditor, Developer, Director-General, Executive Committee Member, Former Manager, Grantee, Manager, Service Contractor.

### 4. NAME OF OWNERS CORPORATION

For example: The Owners – Units Plan No.

### 5. STREET ADDRESS OF UNITS PLAN

### 6. WHAT ORDERS OR DECLARATIONS DO YOU SEEK?

Set out each order you seek and the section of the *Unit Titles (Management) Act 2011* that applies - for example: section 127, section 128, section 129, section 138 (attach a separate page if needed).

## 7. WHAT ARE THE REASONS FOR YOUR APPLICATION?

State why you are applying to the ACAT (attach a separate page if needed).

## 8. HEARING

What dates are you **not** available to attend ACAT in the next 4 weeks?

Do you need an interpreter? ☐ No ☐ Yes (language and dialect)

Do you need assistance? (for example, a hearing loop when you attend ACAT)

A list of services ACAT can provide is available on the 'Accessibility' page of our website ([www.acat.act.gov.au](http://www.acat.act.gov.au))

☐ No ☐ Yes (provide details)

## 9. SIGNATURE

By signing this form, you certify that the respondent's contact details you have provided are the most current available to you and that service of documents to this address will most likely result in the respondent receiving them.

Signature of applicant  
or applicant's  
representative (all  
applicants to sign)

Name of person/s  
signing

Date

Please read the attached information on the next page prior to lodgement with ACAT.

# INFORMATION ABOUT APPLICATIONS UNDER THE *UNIT TITLES (MANAGEMENT) ACT 2011*

## When is this form used?

This application form should be used to seek orders under the *Unit Titles (Management) Act 2011* (UTM Act). The UTM Act can be found at [www.legislation.act.gov.au](http://www.legislation.act.gov.au).

## Who is the correct Applicant and Respondent?

The UTM Act sets out who can lodge an application and who may be the respondent. Before lodging your application, read Part 8 and Part 10 of the UTM Act to ensure you can apply to the ACAT and that you have named the correct respondent.

## Authorised representative

A representative who is not a lawyer must be correctly authorised. If the party being represented is:

- an **individual**, a *Power of Attorney* for the representative is required; and
- a **corporation** or a **different legal entity**, an *Authority to Act for a Corporation* is required.

These forms are available on the ACAT's website ([www.acat.act.gov.au](http://www.acat.act.gov.au)). If the application is signed by the representative, written authorisation should be provided to the ACAT when the application is lodged.

## Respondent's address for service

You should check you have provided the correct address for service of the application on the respondent. You should check the corporate register for the address for service of individual unit owners or the Owners Corporation.

## Orders you seek

The UTM Act sets out what orders the ACAT can make. Read the UTM Act before lodging your application to ensure that the ACAT can make the orders you seek.

## Filing Fee

You must pay the correct fee when you lodge your application. The ACAT accepts cash, cheque and credit card payments over the counter, and bank cheque or credit card payments by post.

## What happens next?

Once you lodge your application with ACAT and pay the filing fee, it will be given a date for a directions hearing. The parties will receive a letter from ACAT with the date, time and place of the directions hearing, and a stamped copy of this application. The UTM Act requires that you (the applicant) serve an application about appointment of an administrator. The ACAT will serve all other applications on the respondents. If the ACAT cannot serve your application, directions may be made requiring you to serve the application.

## Do you need assistance?

If the applicant or respondent need assistance (for example, an interpreter or hearing loop), please let ACAT know as soon as possible. A list of services ACAT can provide is available on the *Accessibility* page of our website ([www.acat.act.gov.au](http://www.acat.act.gov.au)).

## More Information

Visit our website [www.acat.act.gov.au](http://www.acat.act.gov.au) for information about:

- What to expect
- Lodge and serve documents
- Case types: Unit Title Disputes
- Fees and forms
- Conferences and mediations
- Hearings

## Contact ACAT

**Telephone** (02) 6207 1740

**Email** [tribunal@act.gov.au](mailto:tribunal@act.gov.au)

**Post** ACT Civil and Administrative Tribunal (ACAT)  
GPO BOX 370  
CANBERRA ACT 2601