

**INFORMATION ABOUT THIS FORM**

The Adjudication Registry can only consider complaints in respect of the functions of an adjudicator, under the *Building Industry Fairness (Security of Payment) Act 2017*. If you are dissatisfied about an adjudication decision please seek independent legal advice.

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendments should be crossed out and initialed

Please complete all details of this application where applicable. All items marked with an \* asterisk must be completed before submitting

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099 Brisbane QLD 4001  
 in person: QBCC Service Centres are listed on our website  
 Fax: 07 3247 5762  
 Email: [registry@qbcc.qld.gov.au](mailto:registry@qbcc.qld.gov.au)

**1. COMPLAINANT DETAILS**

\*Name (Company/individual)

\*Contact name

\*Postal address

\*State  \*Postcode  \*Mobile

\*Phone  Fax

\*Email

\*Preferred method of correspondence

Post  Email  Agent address  Agent email

\*ABN  ACN

QBCC Lic no.

**2. COMPLAINANT AGENT DETAILS (if applicable)**

Name (Company/individual)

Contact name

Postal address

State  Postcode  Mobile

Phone  Fax

Email

**3. WHO IS THE COMPLAINT AGAINST?**

\*Adjudicator name

\*Adjudicator registration number

Is there a adjudication application number?  No  Yes— application number

**Details of the complaint\***

In the space below, please summarise your complaint. If you wish to attach further documentation to this complaint form, please identify the annexure in the space provided.

**4. DECLARATION**

\*I/we acknowledge that the complainant name, any relevant adjudication application details that may contain information regarding the claimant, respondent or construction site (if applicable) and the relevant adjudication application number may be provided to the Adjudicator.

\*I/We declare the information provided in this complaint is correct to the best of my/our knowledge.

\*Claimant name/representative/agent

\*Signature

\*Date   /   /