



# 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 1 March 2021

If you need information about enforcing by-laws visit [www.qld.gov.au/bodycorporate](http://www.qld.gov.au/bodycorporate) 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 2020*
- *Body Corporate and Community Management (Accommodation Module) Regulation 2020*
- *Body Corporate and Community Management (Commercial Module) Regulation 2020*
- *Body Corporate and Community Management (Small Schemes Module) Regulation 2020*

Refer to BCCM Form 25 – Notice to owner of a contravention of a body corporate by-law if your scheme is regulated under the *Body Corporate and Community Management (Specified Two-lot Scheme Module) Regulation 2011*

## 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="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Section 2—Complainant

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

## Section 3—Respondent details

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

## Section 4—Complaint details

Insert number and text of the body corporate by-law.	<p><b>TAKE NOTICE</b> 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="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p style="text-align: center;">D D / M M / Y Y Y Y</p>