



Authority to act

Authority to act – If a complaint is lodged on behalf of a person or entity, or during a complaints process parties select another person to act on their behalf, Building and Energy requires completion of this form, which should then be returned to your Complaints Officer. Please note that in conjunction with this form, if you are acting for a person/s under a ‘power of attorney’, a copy of the document should also be provided.

Should you be acting on behalf of a council of owners of a strata plan, you are still required to complete this form or alternatively, provide a letter or statement signed by the Chairperson of the council of owners giving you that authority.

If you are a strata manager, other documentation that you may have that gives you the authority to act on behalf of the council of owners in this situation may also be sufficient, i.e. a motion carried in the Minutes of a General Meeting signed by the Chairperson or signed Management Authority.

Please note that if you are a legal representative lodging a complaint on behalf of your client, Building and Energy will accept as authority your letter advising that you act on their behalf.

Complaint Details		
	Complainant	Respondent
Complaint reference number (if known)		
Party applying to be represented	<input type="checkbox"/> Complainant <input type="checkbox"/> Respondent	
Representatives full name	<input type="checkbox"/> Owners of Strata Plan Representative <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other	
Representatives relationship to person applying for representation		
Reason/s you are requesting to be represented.		
Address for service of documents		
Contact details for representative	Email:	Telephone:
		Home/Work:
		Mobile:

Declaration

I declare that the information contained in this authorisation for representation is true and that the person nominated as the representative has authority to make binding agreements on behalf of the party applying to be represented.

Signature of the party applying to be represented		Date:	
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