

QLD PLANNING & ENVIRONMENT COURT

August 2016

CONTENTS

SECTION 1

User Notes

MISCELLANEOUS DOCUMENTS

	Manual Page
P&E 00 MASTER Master File	1
P&E 03 INFO Matter Information Sheet	5
P&E 03 ACCT General Account	7
P&E 03 ACCTDISB General Disbursement Account	10
P&E 03 BRIEF Brief to Barrister	12
P&E 03 COVER File Cover	15
P&E 03 FILENOTE Memo to File	18
P&E 03 MEMO Office Memo	19
P&E 03 STATDEC Statutory Declaration	20

SECTION 2

GENERAL – LETTERS AND FACSIMILES

P&E 01 L1 Letter to Client	1
P&E 01 L3 Letter General	2
P&E 01 LA Letter to Applicant/Appellant's Solicitor	3
P&E 01 LR Letter to Respondent/Co-respondent's Solicitor	4
P&E 01 LB Letter to Barrister	5
P&E 01 LC Letter to Court	6
P&E 02 F1 Facsimile to Client	7
P&E 02 F3 Facsimile General	8
P&E 02 FA Facsimile to Applicant/Appellant's Solicitor	9
P&E 02 FR Facsimile to Respondent/Co-respondent's Solicitor	10
P&E 02 FB Facsimile to Barrister	11
P&E 02 FC Facsimile to Court	12

SECTION 3

PRESCRIBED FORMS

P&E PECFORM0	General Form	1
P&E PECFORM1	Notice of Appeal.....	4
P&E PECFORM2	Originating Application	6
P&E PECFORM3	Application in Pending Proceeding.....	9
P&E PECFORM4	Affidavit (General)	12
P&E PECFORM5	Entry of Appearance	16
P&E PECFORM6	Notice of Election to Co-Respond	17
P&E PECFORM7	Judgment/Order	18
P&E PECFORM8	Notice of Discontinuance/Withdrawal.....	19
P&E PECFORM9	Notice of Withdrawal of Election to Co-Respond.....	20

OTHER FORMS

P&E PECS01	Certificate of Exhibit	21
P&E PECS03	List of Documents	23
P&E PECS05	Notice of Change of Solicitor	25
P&E PECS06	Consent Order.....	27
P&E PECS07	Notice of Appeal to Other Parties	28
P&E PECS08	Affidavit of Service	29
P&E PECS09	Affidavit of Public Notification	35
P&E PECS10	Notice of Withdrawal	40
P&E PECS11	Notice of Change of Address for Service.....	41
P&E PECS12	Notice of Appointment of Solicitor	43
P&E PECS13	Order (Directions).....	45
P&E PECS14	Certification Pursuant to Section 250 of the <i>Local Government Act 2009</i>	54

ALPHABETICAL TABLE OF FORMS

Page

A

Affidavit (General)	PECFORM4	12
Affidavit of Public Notification	PECS09	35
Affidavit of Service	PECS08	29
Application in Pending Proceeding	PECFORM3	9

C

Certificate of Exhibit	PECS01	21
Certification Pursuant to Section 250 of the <i>Local Government Act 2009</i>	PECS14	54
Consent Order	PECS06	27

E

Entry of Appearance	PECFORM5	16
---------------------	----------	----

G

General Form	PECFORM0	1
--------------	----------	---

J

Judgment/Order	PECFORM7	18
----------------	----------	----

L

List of Documents	PECS03	23
-------------------	--------	----

N

Notice of Appeal	PECFORM1	4
Notice of Appointment of Solicitor	PECS12	43
Notice of Change of Address for Service	PECS11	41
Notice of Change of Solicitor	PECS05	25
Notice of Discontinuance/Withdrawal	PECFORM8	19
Notice of Election	PECFORM6	17
Notice of Withdrawal	PECS10	40
Notice of Withdrawal of Election to Co-Respond	PECFORM9	20
Notice of Appeal to Other Parties	PECS07	28

O

Order (Directions)	PECS13	45
Originating Application	PECFORM2	6