



Form 29 – Notice of non-party disclosure

Industrial Relations Act 2016, section 989

Industrial Relations (Tribunals) Rules 2011, rules 64A, 64B, 64C, 64D, 64E, 64F, 64G, 64H and 64I



Information

- Use this form to obtain documents from non-parties.
- Please read this form carefully. Please complete all relevant sections. Information that is missing or non-compliant with the relevant section of an Act or the Rules may result in the rejection of your form.
- Once this form has been processed the Industrial Registry will contact you so that you can collect the authorised forms and serve them on the relevant person.

For further information please contact the Industrial Registry on 1300 592 987 or via email at qirc.registry@qirc.qld.gov.au

If there is an affected party and Rule 64D applies, the lawyer must complete certificate in Form 31 if the affected party is not to be served.

Applicant/Appellant:	

v

Respondent:	

PLEASE NOTE: If there are more than two parties to this application, please complete a **Form 1 – Parties list** and file it with this form.

ISSUED WITH THE AUTHORITY OF THE INDUSTRIAL COURT OF QUEENSLAND QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Filed in the Industrial Registry on (Date):	/ /
Upon the request of	
Name of requesting party:	
Address:	
Signature of Industrial Registrar:	
Date:	/ /

To:	
Name of nominated party:	
Address:	
And to:	
Name of affected party:	
Address:	

NOTE: If there is more than 1 affected party - please complete schedule 1

Between 7 and 14 days after the day of service of this notice on you, you must (for the purpose of the Court or Commission determining this proceeding) produce the document(s) mentioned or described in the schedule to the requesting party, in accordance with this notice.

The matter in issue in the proceedings about which the document(s) sought is/are directly relevant is as follows:

3000 character limit. (Note: If more than 3000 characters are required please attach a schedule)

Schedule of documents

The following documents must be produced

No.	Date	Description
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

A. Obligations of nominated party

1. The nominated party is required to produce to the requesting party the documents mentioned or described in the schedule of documents above.
2. The nominated party is required to produce the documents between 7 and 14 days after being served with this notice.
3. The nominated party is required to produce the documents-
 - (a) at the nominated party's or a lawyer's/agent's place of business during normal business hours; or
 - (b) as may be agreed between the nominated party and the requesting party.
4. The requesting party may take copies of the documents produced pursuant to this notice.
5. A failure by the nominated party to comply with the Commission-imposed obligations may result in the requesting party obtaining compliance orders and such orders as the Commission may consider appropriate.

The nominated party is entitled to the reasonable expenses of producing documents. The nominated party must give notice of its reasonable expenses within one month of compliance with this notice and the requesting party can pay those expenses or cause the expenses claimed to be assessed.

B. Nominated party's rights

1. The nominated party is only obliged to produce documents if-
 - (a) the documents relate to a matter in question between the parties to the proceeding;
 - (b) the document is in the possession or control of the nominated party;
 - (c) the document is capable of being required to be produced at trial;
 - (d) there is no other reasonably simple, inexpensive way for the requesting party to prove what the documents show.
2. The nominated party is only obliged to produce documents if the requesting party has served a copy of this notice on-
 - (a) a person, other than a party to this proceeding named in the title, about whom information is sought; and
 - (b) the owner of the document if it is other than the nominated party. (If the owner of the document cannot be found after reasonable inquiry compliance with this sub-rule is excused.)
3. The nominated party may object to production provided that such objection is given within 7 days of service of this notice or such other time as the Commission may allow.
4. The nominated party's objection must –
 - (a) be written;
 - (b) served on the requesting party; and
 - (c) clearly state the reasons for objection.Grounds for objection are contained in Rule 64E of the *Industrial Relations (Tribunals) Rules 2011*.
5. Service of an objection is a stay of this notice and the objections may be challenged under Rule 64G of the *Industrial Relations (Tribunals) Rules 2011* by the requesting party.

C. Affected party's rights

1. The affected party (*if any*) may object to production provided that such objection is given within 7 days of service of this notice or such other time as the Commission may allow.
2. The affected party's objection must-
 - (a) be written;
 - (b) be served on the requesting party or their lawyer/agent; and
 - (c) clearly state the reasons for objection.Grounds for objection are contained in Rule 64E *Industrial Relations (Tribunals) Rules 2011*.
3. Service of an objection is a stay of this notice and the objections may be challenged under Rule 64G *Industrial Relations (Tribunals) Rules 2011* by the requesting party.
4. This notice must be served on all affected parties before service on the nominated party.

Filed by:			
Name:			
Description of signatory:			
Postal address:			
	Suburb/Town		Postcode
Phone number:		Fax number:	
Mobile number:			
Email address:			
Signature:			
Date:	/ /		

Schedule 1 – Affected parties

And To:	
Name of 2nd affected party:	
Address:	
And to:	
Name of 3rd affected party:	
Address:	

And To:	
Name of 4th affected party:	
Address:	
And to:	
Name of 5th affected party:	
Address:	

And To:	
Name of 6th affected party:	
Address:	
And to:	
Name of 7th affected party:	
Address:	