

Application cover sheet – existing service providers

Independent Children’s Lawyer and Separate Representative

Applicant name: <i>(must be a natural person)</i>	
Applicant’s status in practice:	☐ Employed solicitor ☐ Sole practitioner ☐ Other. please specify ☐ Partner ☐ ILP director
Firm name:	
Business address:	
If your business address has changed and you have not previously notified Legal Aid Queensland, please provide a written statement setting out details of the new premises, facilities and staffing arrangements. In particular you must have: a. functioning telephone and computer facilities b. secure, existing business premises c. safe and secure systems for the retention and storage of all independent children’s lawyer and separate representative records d. access to appropriate premises during business hours when personal contact is required by the independent children’s lawyer or separate representative with other parties, children, or experts e. adequate administrative processes to manage inquiries during business hours f. computer facilities that will enable the electronic lodgement of extension requests for legal aid and accounts and electronic communication with LAQ.	
Postal address:	
Email address:	
Phone number:	

Please indicate which sub panels you are re-applying for:

☐ Independent Children’s Lawyer ☐ Separate Representative

(If you are applying for appointment to a new panel, please see Part B of the application guidelines).

Application Checklist

Please ensure you have included the following documents before submitting your application:

Documents required:	
Full copy of signed ICL/Separate Representative agreement	☐
Signed statutory declaration - existing ICL/Separate Representatives	☐
Signed undertaking	☐
Signed agreement regarding recipient created tax invoices form (if bank account details to be updated)	☐
Copy of the applicant’s Working with Children Clearance (“blue card”) or evidence of application.	☐

Declaration

☐ I declare all the information I have provided in this application is true and correct

Signed: _____

Dated: _____