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ENVIRONMENTAL DEFENDERS OFFICE OF NORTHERN QUEENSLAND INC

Legal Assistance Intake Form

The Environmental Defenders Office of Northern Queensland (“EDO NQ”) is a public interest community legal centre. Legal assistance from EDO NQ is open to any person or group seeking to use the law to protect the environment in the public interest. EDO NQ provides assistance to clients within its service area (all of Queensland north of Sarina).

If you wish to request legal assistance from EDO NQ, please complete this form and return it to us at Level 1, 96-98 Lake Street, Cairns QLD 4870, either in person, by fax (4041 4535) or by email (coordinator@edonq.org.au).

After you've lodged this form, your request for assistance will be assessed and your name placed on our waiting list and we will then notify you of the outcome. There may be a delay before a solicitor can attend to your matter.

ALL INFORMATION RECEIVED BY EDO NQ WILL BE TREATED CONFIDENTIALLY.

Date : _____

Name of group: _____

Name of person: _____

Position of person: (eg. Secretary) _____

Address: _____

Postcode: _____

Telephone: (BH) _____ (AH) _____ (Mobile) _____

Fax: (BH) _____ (AH) _____

Email : _____

Shire/Council where Environmental Issue arises: _____

How do you prefer to be contacted: email / telephone..../....letter

* If existing client fill out name and other details if necessary.

Are you?...

- Private individual
- Incorporated association
- Unincorporated association/informal group of private individuals
- other. Please describe: _____

Please note you are invited to provide written feedback to EDO NQ at anytime.

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Tell us about your problem...

Please outline any environmental issues for which you are seeking assistance.

Please attach copies of relevant documents..

Please ensure that you cover the following areas-

1. What are the environmental issues?
2. What is the location of the activity and in which Council region?
3. Who are the parties affected (residents, developers, government, etc)?
4. Who are the other parties involved?
5. What is the environmental harm or the likely environmental harm?
6. Give a brief chronological history of the problem.
7. Identify any relevant law, regulation or planning scheme or policy that applies.

Please identify any relevant law, regulation, planning scheme or policy that applies (if known):

Please describe the particular issues about which you seek legal advice(in point form if possible).

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Please explain briefly your purpose/what you hope to achieve through obtaining legal assistance.

Please state the urgency of the legal assistance you seek.
If there are any important dates or deadlines, please set them out:

Other Information:

Have you sought legal assistance from other sources?

No Yes If yes, please provide details and attach any advice received.

Please indicate the type(s) of assistance you can provide to EDO NQ:

- | | |
|--|--|
| <input type="checkbox"/> Research/secretarial assistance | <input type="checkbox"/> Identification of (expert) witnesses |
| <input type="checkbox"/> Photocopying/document collation | <input type="checkbox"/> Payment of outlays |
| <input type="checkbox"/> Donation | <input type="checkbox"/> OtherNB: If you are able to make a donation or pay outlays, please estimate the amount of assistance you are able to provide. |

Thank you

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EDO NQ Office Use Only

Date Request for Legal Assistance received: _____

Date of next Casework Committee meeting : _____

Client notified of meeting date: yes no

Outcome of meeting: _____

Date client notified of outcome of meeting: _____

Further information required: yes no

What further information is required?

Date further information supplied: _____

Outcome of subsequent Casework Committee meeting : _____
