

05

MAGISTRATES COURT APPLICATION PACK

WA —
Magistrates
Court

Residential Tenancies Act 1987 (WA) — Magistrates Court of WA
(minor case stream)

The escalation step when prior requests are ignored — Western Australia has no specialist tenancy tribunal

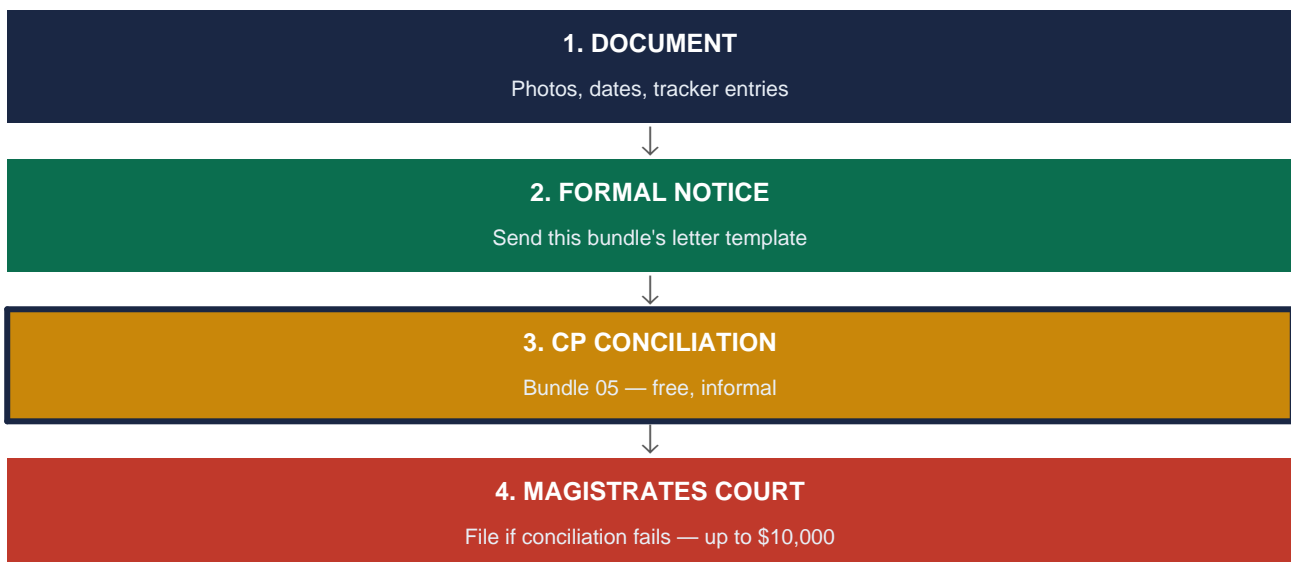
WHEN TO USE THIS BUNDLE

Use this bundle whenever a dispute under any other bundle in this system has not been resolved through direct negotiation and needs to escalate — repairs, quiet enjoyment, entry notices, rent increases, or any other breach.

KNOW THE LAW — ESCALATING BEYOND DIRECT NEGOTIATION

Unlike Victoria, NSW, and Queensland, Western Australia has no specialist tenancy tribunal. Disputes that can't be resolved directly are escalated first to Consumer Protection WA's free conciliation service, and — if unresolved — taken to the Magistrates Court of WA, using the simplified minor case stream for claims up to \$10,000.

HOW THE SYSTEM WORKS — YOUR ESCALATION PATH



The highlighted box shows where this bundle fits in the journey.

01

Confirm you have a documented paper trail

You should have at least two prior written requests that were ignored or not properly addressed.

02

Contact Consumer Protection WA for free conciliation

Call 1300 30 40 54 or lodge online. Consumer Protection WA will contact the landlord and attempt to resolve the dispute informally — most disputes never need to reach Court.

03

Build your Evidence Index

One row per exhibit, numbered, in chronological order — photos, emails, invoices. This is the first document you present at conciliation and the Magistrates Court alike.

04

File in the Magistrates Court if conciliation fails

Use the minor case stream for claims up to \$10,000. Lawyers are restricted so you're on a level footing.

05

Log every step in the Escalation Log

Record the dispute type, prior requests, conciliation outcome, and next step.

IF YOU NEED TO ESCALATE — WHAT MAGISTRATES COURT CAN ORDER

The Magistrates Court can order compliance, repairs, compensation, and — on appeal from a Commissioner Determination — bond release. It is a simplified, accessible process designed for self-represented parties.

★ GOOD TO KNOW — BOND DISPUTES FOLLOW A DIFFERENT PATH

Bond disputes go through BondsOnline and a Commissioner Determination before any Magistrates Court appeal — see Bundle 13 for the specific bond process.

■ CRITICAL — NO TENANCY TRIBUNAL IN WA — THE MAGISTRATES COURT HEARS DISPUTES

Unlike VIC's VCAT, NSW's NCAT, or QLD's QCAT, Western Australia routes unresolved tenancy disputes through Consumer Protection WA conciliation and then the Magistrates Court's minor case stream.

■ CRITICAL — BUILD YOUR EVIDENCE INDEX AS YOU GO

A numbered, chronological Evidence Index is expected at both conciliation and Court — don't leave it until the last minute.

05

TEMPLATE — MAGISTRATES COURT / CONCILIATION COVER LETTER

WA —
Magistrates
Court

Residential Tenancies Act 1987 (WA) — Magistrates Court of WA
(minor case stream)

1. COPY

Copy the letter below into a new email

2. FILL

Replace every **[bracketed]** field with your details

3. SEND

Email it — request a read receipt, save a copy

Fill in every **[bracketed]** field. Use this as your cover letter when lodging a Consumer Protection WA conciliation request.

SUBJECT:

REQUEST FOR CONCILIATION — TENANCY DISPUTE: [Insert Property Address]

I am writing to request conciliation assistance from Consumer Protection WA in relation to an unresolved tenancy dispute at the above-referenced property.

1. NATURE OF DISPUTE

- Dispute Type: **[e.g., unresolved repair request]**
- Prior Requests: **[Insert dates of prior written requests, e.g., 14/06/2026 and 21/06/2026]**

2. EVIDENCE

- A chronological Evidence Index is attached, itemising all correspondence and evidence relevant to this dispute.

3. OUTCOME SOUGHT

- I am seeking: **[e.g., completion of the outstanding repair within 14 days]**.
- If conciliation does not resolve this matter, I intend to apply to the Magistrates Court of WA.

Yours sincerely,

[Your Full Name]

[Property Address]

[Date]

[Contact Number / Email]