

## What is an application?

- An application is a formal request to the Tribunal.
- You can ask the Tribunal to do something, like fast track a complaint.
- You can also ask the Tribunal to tell someone else to do something, like give you documents.
- If you want to ask the Tribunal to dismiss a complaint, use a Form 7.2 – Dismissal Application.

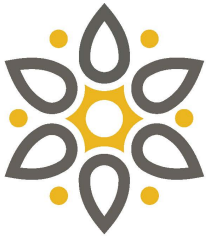
## General instructions

- Answer the questions on this form.
- Print clearly. Use a black or blue pen.
- If there is not enough space, you can attach a **maximum of 10 pages**. Number your paragraphs. Name the document “Argument”. If you need more than 10 extra pages, ask the Tribunal for extra pages before you apply.
- There is no limit on the evidence you can attach.
- Keep a copy of your form and documents.
- Send a copy of your form and documents to the Tribunal and the other participants.

## Requests that do not need an application

You can make these requests by writing a letter to the Tribunal:

- More time to file a complaint response (unless we tell you that you must file an application),
- More time to file a submission on an application (unless we tell you that you must file an application),
- Order a witness to attend a hearing,
- Cancel an order for a witness to attend a hearing,
- Interpreter or other needs for a hearing,
- Technical correction to a decision,
- Get a certified copy of an order,
- Get directions about filing a reply to an expert report,
- Schedule a mediation or case conference, and
- Update contact information.



**British Columbia  
Human Rights  
Tribunal**

1270 - 605 Robson Street  
Vancouver, BC V6B 5J3  
Phone: (604) 775-2000 Fax: (604) 775-2020  
Toll Free: 1-888-440-8844 TTY: (604) 775-2021

# Form 7.1 – General Application

**Tribunal stamp**

## Who is making this application?

Name of participant:

## Person completing this form if different from above:

Legal name – First name:

Legal name – Last name:

## Name of complaint this application is about:

Complainant name:

Respondent name(s):

## Tribunal case number:

# General Application

## Step 1 – Purpose of the Application

### Step 1 – Purpose of the application

You must meet the legal test for the type of application. Information Sheets describe the legal tests for each type of application. Read the [Information Sheets on the Tribunal website](#) before you complete this form.

If you have more than 1 purpose, complete a separate application for each purpose.

#### Select 1 purpose for your application:

#### Info Sheet

- |   |      |
|---|------|
| <input type="checkbox"/> Limit publication of personal information (example: do not use a party's name in a decision)   | GA1  |
| <input type="checkbox"/> Put a complaint on hold (the legal term is "defer complaint")  | GA2  |
| <input type="checkbox"/> More time to file a response to complaint  | GA3  |
| <input type="checkbox"/> Change a complaint to add a new allegation (the legal term is "amend complaint") – you must attach a Form 3 – Amendment                              | GA4  |
| <input type="checkbox"/> Add a Respondent to a complaint  | GA5  |
| <input type="checkbox"/> Change a response to complaint (the legal term is "amend response") – you must attach a Form 3 – Amendment   | GA6  |
| <input type="checkbox"/> Join two or more complaints  | GA7  |
| <input type="checkbox"/> File a further submission on an application – you must attach the further submission   | GA8  |
| <input type="checkbox"/> Order another party to give you documents (the legal term is "disclose documents")   | GA9  |
| <input type="checkbox"/> Order someone who is not a party to give you documents (the legal term is "disclose documents") – you must attach an Order to Produce Documents Form | GA10 |
| <input type="checkbox"/> Delay or limit disclosure of documents   | GA11 |
| <input type="checkbox"/> Order another party to pay costs because of their improper conduct   | GA12 |
| <input type="checkbox"/> Take part in a complaint as a non-party (the legal term is "intervene")  | GA13 |
| <input type="checkbox"/> Cancel a hearing date (the legal term is "adjourn")  | GA14 |
| <input type="checkbox"/> Reconsider a decision  | GA15 |
| <input type="checkbox"/> Fast track or change the process   | GA16 |
| <input type="checkbox"/> Other (give details): _____  | GA17 |

# General Application

## Step 2 – Details (if applicable)

### Step 2 – Details of the application, if applicable

Answer the questions, if this is the type of application you are making.

#### 1. Limit publication of information in the complaint file

What information? (**example:** someone's name):

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Who do you want not to publish information?

- The Tribunal
- The other parties
- Anyone (**example:** the media) – the legal term is “publication ban”.

#### 2. Add a Respondent to the complaint – Who?

Name:

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Relationship to Complainant: (**example:** employer, landlord)

Contact information:

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#### 3. Order a party to pay costs for improper conduct – Which party?

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#### 4. Order someone to give you documents? – Who? What documents?

Name:

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If they are not a party, what is their contact information in British Columbia?

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What documents?

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# General Application

## Step 3 – Who Agrees to the Application

### Step 3 – Who agrees to the application?

You must try to find out who agrees, unless you are applying to intervene in a complaint or to add a Respondent to a complaint.

#### List participants who agree to the application:


#### List participants who oppose:


#### List participants who take no position:


#### If you couldn't find out if the other participants agree, explain why not:


# General Application

## Step 4 – Documents

### Step 4 – Documents to support your application

It is up to you to provide the information you think is important to your application. If you have information to support what you say, you should attach it.

You may attach notes, statements, or other documents.

Affidavits are usually preferable, especially if there is disagreement about important facts.

An affidavit is a written statement of facts. The affidavit can include documents. A person swears or affirms that they are telling the truth. A person signs their statement in front of a person with authority, like a notary or a lawyer.

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**Step 5 – Reasons why the Tribunal should agree to your request**

**Legal test**

You must meet a legal test. Read more about the legal test before you complete this section. Information sheets explain the legal test and tell you what information to include. Read the [information sheet](#) on the Tribunal website for the type of application you are making.

**Your reasons**

You must explain why the Tribunal should agree to your request.

Explain:

- The facts (circumstances) that support your request,
- How your documents support your facts, and
- How your facts meet the legal test for your request.

**Example:** Request to Cancel a Hearing

Facts: I have the flu. The hearing begins next Monday. I am too sick to prepare for the hearing. My doctor says I will not recover for two weeks.

Documents: I attach my doctor’s note. It confirms I have the flu and my doctor’s statement that I will not recover for two weeks.

Legal test met: My request is reasonable. This is my first request for an adjournment. I can’t prepare for the hearing. I will be too sick to attend the hearing. A short adjournment will not be unfair to the other party.

**Explain how you meet the legal test:**


If you need more space, you can add a **maximum of 10 pages**. Name the document “Argument”.

# General Application

## Steps 6-7 – Complete and File the Application

### Step 6 – Complete the application form

Check the following boxes:

- I confirm that the information in this form is true and accurate to the best of my knowledge and belief.
- I am keeping a copy of this form and attachments.
- I am sending a copy of this form and attachments to the other participants, unless this is an application to intervene.

Check the following boxes, if applicable:

- I attach extra argument. You can attach a **maximum of 10 pages**, unless the Tribunal has allowed you to attach more.
- I attach the documents listed in Step 4.
- I attach a completed Form 3. (If you are applying to change a complaint or response.)
- I attach the further submission. (If you are applying to file a further submission.)
- I attach an Order to Produce Documents Form. (If you want documents from a non-party.)
- I attach an address for delivery. (If you are a new participant.)

### Step 7 – File the application form

File the form and attachments.

- Email your form to [BCHumanRightsTribunal@gov.bc.ca](mailto:BCHumanRightsTribunal@gov.bc.ca). Attach your documents in a PDF called “evidence”. Attach extra argument in a PDF called “argument”.
- Or, print your form and attach your documents and extra pages. File by mail, fax, hand, courier, or process server.

### Privacy Notice

The Tribunal’s process is public.

For more information, see the [Complaint Process Privacy Policy](#).

### What happens next?

The Tribunal may set a time for a case conference to discuss the request.

The Tribunal may set dates for:

- The other participants to respond,
- The participant who made the request to reply.

Usually, the Tribunal will not allow more “submissions”. A participant must [apply to make a “further submission”](#). The Tribunal will consider the information provided and tell the participants its decision.

To find out when to expect a decision, see the Tribunal’s [Service Standards](#).