

BODY CORPORATE PROCESS SHEET

Requesting and Approving Animals

The decision pathway, step by step

This sheet sets out the process for requesting and approving animals within a body corporate. It follows the flowchart published by the Office of the Commissioner for Body Corporate and Community Management.

The pathway a request takes depends on one thing: whether approving animals is a reserved issue for the body corporate. If it is not, the committee decides. If it is, a general meeting must decide.

The starting point

A request for an animal is submitted to the body corporate (BCCM form 31).

	Pathway A — not a reserved issue	Pathway B — reserved issue
Who decides	The committee.	The body corporate at a general meeting.
The clock	The committee makes a decision at, or outside, a meeting within 21 days.	A general meeting must be called within 21 days of the request and held within 6 weeks of the request.
If the deadline is missed	The committee does not make a decision at, or outside, a meeting within 21 days → the animal is deemed approved.	The general meeting is not called and/or held within the required timeframe → the animal is deemed approved.

Where each pathway leads

Outcome	What happens next	If the applicant disagrees
Committee votes yes	The body corporate or committee notifies the applicant in writing. The applicant can bring the pet onto the property.	—
Committee votes no	The committee notifies the applicant in writing (BCCM form 32).	If self-resolution fails, the applicant can lodge a conciliation application.
Body corporate votes yes	The body corporate notifies the applicant in writing. The applicant can bring the pet onto the property.	—
Body corporate votes no	The body corporate notifies the applicant in writing (BCCM form 32).	If self-resolution fails, the applicant can lodge an adjudication application.
Animal is deemed approved	The body corporate or committee notifies the applicant in writing. The applicant can bring the pet onto the property.	—

Recording the decision

Minutes of decisions — to be sent to owners as per legislation requirements.

Where the decision was made	What must be sent	By when
Vote outside of committee meeting	Record of the decision	Within 21 days
Committee meeting	Minutes	Within 21 days
General meeting	Minutes	Within 21 days

Deemed approvals

A deemed approval must be included in the minutes of the next meeting.

Reserved issue → the next general meeting. Not a reserved issue → the next committee meeting.

Source and disclaimer

Source: Queensland Government, Office of the Commissioner for Body Corporate and Community Management — “Process for requesting and approving animals within a body corporate (flowchart)”, January 2026.

Legislation referred to: Body Corporate and Community Management Act 1997 (Qld) and the regulation module applying to your scheme.
BCCM information line 1800 060 119 · www.qld.gov.au/bodycorporate

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Talk to us

If this raises a question about your scheme, we are happy to help.

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