

Practice Direction 1 of 2026

Requirements for an Appeal Record Book

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Requirements for an Appeal Record Book

1. This Practice Direction is issued pursuant to s 22(2) of the *Land Court Act 2000* and replaces Land Appeal Court Practice Direction 1 of 2020 which is repealed in whole.
2. The Practice Direction sets the requirements for an Appeal Record Book.

What is an appeal record book?

3. An appeal record book contains material directly relevant to the appeal. All appeals to the Land Appeal Court require an appeal record book.

What does an appeal record book contain?

4. An appeal record book must contain these documents in the following order:
 - a) notice of appeal;
 - b) orders under appeal;
 - c) reasons for judgment;
 - d) originating application in the proceeding below;
 - e) transcript of evidence; and
 - f) exhibits.
5. The appeal record book may also contain other material directly relevant to the appeal. However, the index must record if there is a dispute between the parties about the relevance of any other material.
6. The appeal record book must contain an index which includes the following:
 - a) the Land Appeal Court file number;
 - b) the names and status of each party to the appeal;
 - c) the name of each party's legal representative and their business address, telephone number and email address; and
 - d) an accurate and concise description of each document, including any annexures and/or exhibits attached to the document.
7. A sample appeal record book index is included in Annexure A.
8. Identical documents do not have to be included in the appeal record book



more than once, although a reference to the relevant page should be included in the index.

9. Transcript and exhibits should appear in date order.
10. Every page must be numbered clearly and consecutively at the bottom of each page.

When must the appeal record book be provided and by whom?

11. The appellant must provide the appeal record book to the Court by the date set in the directions for the appeal.

How must the appeal record book be provided?

12. The appeal record book must be provided in electronic format.¹
13. If a member of the Land Appeal Court requires a hard copy of the appeal record book, their associate will advise the appellant at least six weeks before the appeal hearing. The associate will also advise if the member has any preferences for the way in which the hardcopy is presented. If a hard copy is requested, it must be provided to the member's associate at least two weeks before the appeal hearing.
14. For further information contact the Land Appeal Court Registry: Telephone: (07) 3738 7199.

Email: LandCourt@justice.qld.gov.au

Website: www.courts.qld.gov.au/the-courts/Land-Court

Postal Address: GPO Box 5266
Brisbane QLD 4001

Delivery Address: Level 8, 363 George Street
Brisbane QLD 4000

¹ For more information see [Land Court Practice Direction 5 of 2020 – Digital Procedures in the Land Court](#).



What else is required to be provided?

15. Each party to a proceeding must file and serve a written outline of argument by the date set in the directions for the appeal.
16. The purpose of the written outline of argument is:
 - a) to assist the Court to better understand each party's contentions before the hearing and to enhance the utility of oral argument at the hearing;
 - b) to ensure that each party is aware of the contentions of every other party; and
 - c) to shorten the hearing by ensuring the real issues are understood by the parties and the Court beforehand; it is not intended to replace oral argument at the hearing.

How is the written outline of argument to be formatted?

17. In preparing a written outline of argument, parties:
 - a) must refine the real issues in dispute in the appeal; and
 - b) must refrain from exaggeration or mis-statement.
18. Unless the Court, a panel member of appeal or registrar otherwise directs, a written outline (including any chronology or factual summary) must not exceed 10 pages.
19. The name(s) of the person(s) who prepared the written outline and, on whose behalf it was prepared, and the date of its lodgment in the registry, must be stated at the end of the written outline.
20. An appellant's written outline of argument must:
 - a) concisely state the grounds of appeal being argued and any grounds of appeal being abandoned;
 - b) identify any error or errors said to have been made by the Land Court and the basis in principle or authority for that contention;
 - c) Where appropriate, include a chronology and/or a factual summary.
 - d) where it is contended that a finding of fact should not have been made or that a finding of fact which was not made should have been made, set out the basis for that contention by reference to the evidence; and
 - e) where it is contended that the decision-maker whose order is subject to appeal erred in law, the precise error or errors of law and the basis in principle or authority for that contention.



21. A respondent's written outline of argument must:
- a) not repeat matters set out in an appellant's written outline;
 - b) clarify those matters which are not in dispute;
 - c) summarise the respondent's answers to an appellant's arguments, referring to the authorities relied on and the evidence for any factual assertions made, particularly if the facts relied on by an appellant are contested;
 - d) must not repeat accurate information contained in an appellant's written outline; and
 - e) must indicate what part, if any, of an appellant's written outline is accepted and what part is contested.
22. Any reply must indicate what part, if any, of a respondent's written outline is accepted.

PG Stilgoe OAM
President
28 August 2026



Appendix A – Sample Appeal Record Book Index

IN THE LAND APPEAL COURT

OF QUEENSLAND

LACXXX-20XX

BETWEEN:

DAVID CITIZEN AND MARGE CITIZEN

Appellant

-and-

BRISBANE CITY COUNCIL

Respondent

-and-

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