



About the F50 notice

Notice of discontinuance

How to discontinue an application

If you have made an application to the Fair Work Commission (the Commission) you may choose to discontinue the application at any time. You may choose to discontinue an application for a number of reasons including:

- the matter has settled
- you wish to withdraw the application
- you no longer require the Commission to deal with the application.

You can discontinue a matter in the following ways:

- lodging this form with the Commission
- advising the Commission, or a member of the staff of the Commission, by letter, email or telephone, or orally in person
- advising the Commission in the course of a conference or hearing.

Lodgment and service of your completed form

1. **Lodge this notice of discontinuance** with the Commission.

You can lodge:

- by email to lodge@fwc.gov.au, or
- by post or in person at the [Commission's office](#) in your State or Territory.

2. **Serve** a copy of this notice on the Respondent named in this notice **as soon as practicable** after lodging with the Commission.

You can serve documents several ways, including by email, express post or registered post. An easy way to serve documents is to copy the Respondent into the email you send to the Commission lodging this notice of discontinuance.

Where to get help

Commission staff & resources

Commission staff cannot provide legal advice. However, staff can give you information on:

- processes in the Commission
- how to make an application to the Commission
- how to fill out forms

- where to find useful documents such as legislation and decisions
- other organisations that may be able to assist you.

The Commission's website www.fwc.gov.au also contains a range of information that may assist.

Throughout this form



This icon appears throughout the form. It indicates information to help you answer the question following.

Legal or other representation

Representation is where another person speaks or acts on your behalf, or assists you in certain other ways in relation to a Commission case. A representative could be a lawyer, paid agent, union, employer organisation, association of employers, peak council, or a not-for-profit association or body that provides support, advice or advocacy in relation to employment or workplace relations matters.

You do not have to be represented in a case at the Commission.

There are some rules about when a lawyer or paid agent can represent you.

Unless the Commission decides otherwise in a particular case, you do not need permission for a lawyer or paid agent to:

- prepare and lodge this form,
- prepare and lodge submissions about your case, or
- write to the Commission and other people involved in the case on your behalf.

Generally, you must give notice to the Commission and ask permission from the Commission Member dealing with your case if you wish to have a **lawyer or paid agent** represent you in a **conference** or a **hearing**. You do not, however, need to give notice or ask if the lawyer or paid agent is:

- your employee or officer (for a business), or
- a bargaining representative that is representing you, or
- an employee or officer of an employee or employer organisation, or an association of employers or a peak council, that is representing you.

Rule 13(2) of the [Fair Work Commission Rules 2024](#) sets out further exceptions to the requirement to give notice and seek permission.

For more information about representation by lawyers and paid agents, see section 596 of the [Fair Work Act 2009](#), rules 11, 12, 13 and 14 of the [Fair Work Commission Rules 2024](#) and the Commission's [practice note on representation by lawyers and paid agents](#).

Glossary of common terms

Applicant – This is the person or organisation that is making an application.

Jurisdictional objection – This is a type of objection a Respondent can raise to an application. A Respondent can make this kind of objection if they think that the Commission, for a technical or legal reason, cannot hear the matter.

Lawyer – This is a person who is admitted to the legal profession by a Supreme Court of a State or Territory.

Paid agent – In relation to a matter before the Commission, is an agent (other than a bargaining representative) who charges or receives a fee to represent a person in the matter.

Party – A party is a person or organisation involved in a matter or case that is brought to the Commission.

Respondent – The person or business responding to an application made by an Applicant.

Service – Serving a document means giving a copy of the document to a person or organisation, usually to the other party to the matter. You can serve a document in a number of ways, including by email, express or registered post, or in person. Part 5 of Chapter 1 and Schedule 1 of the [Fair Work Commission Rules 2024](#) deal with service.

Privacy

The Commission collects the information (including personal information) provided to it in this form for inclusion on the case file, and may disclose this information to the other parties to this matter and to other persons. For more details of the Commission’s collection, use and disclosure of this information, please see the [Privacy notice](#) for this form, or ask for a hard copy to be provided to you.



Remove this cover sheet and keep it for future reference – it contains useful information

Form F50 – Notice of discontinuance

[Fair Work Act 2009](#), s588; [Fair Work Commission Rules 2024](#), rule 10 and Schedule 1

This is a notice of discontinuance of an application with the Fair Work Commission in accordance with section 588 of the [Fair Work Act 2009](#).

Fair Work Commission matter number

Matter number	
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The Applicant

First name(s)	
Surname	

The Respondent

Contact person	
Legal name of business	
Trading name of business	

The Applicant

- Wholly discontinues this matter
- Wholly discontinues this matter as part of a settlement agreement
- Wholly discontinues this matter to pursue an alternate application

Authority to sign and signature



For 'Authority to sign':

- If you are the Applicant—insert 'Applicant'
- If you are an employee of a company or organisation that is the Applicant—insert your position title
- If you are the Applicant's representative and have provided your details in this form—insert 'Representative'.

Authority to sign	
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Insert your signature, name and the date. If you are completing this form electronically and do not have an electronic signature, type your name in the signature field.

Signature	
Name	
Date	

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS