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| First-tier Tribunal Property Chamber (Residential Property) | **Ref no.** (for office use only) |
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| **Application for an order under paragraph 5A to schedule 11 of the Commonhold and Leasehold Reform Act 2002** | |
| **It is important that you read the notes below very carefully before you complete this form.**  This is the correct form to use if you wish to apply to the Tribunal for an order under paragraph 5A to schedule 11 of the Commonhold and Leasehold Reform Act 2002.  Applications should be sent as a Microsoft Word document by **email** to the relevant regional tribunal address shown in the Annex to this form. You must also send the **documents listed in section 10 of this form**. If you cannot access email or find someone to assist you in lodging your application by email, then a paper application will be acceptable although there may be a delay in dealing with this. Sending an application on paper will not be suitable in urgent cases.  Please make sure a copy of the application is served on the other party/parties to the application. If you are unable to serve a copy on the other party/parties, please bring this to the tribunal’s attention in the covering email or if sending by post in a covering letter.  **Please do not send any other documents**. When further evidence is needed, you will be asked to send it in separately.  **If you have any questions about how to fill in this form, please contact the appropriate regional office.**  **NOTE:** Paragraph 5A of Schedule 11 to the Commonhold and Leasehold Reform Act 2002 (‘the 2002 Act’) provides that a tenant may apply to the Tribunal for an order which reduces or extinguishes the tenant’s liability to pay an “administration charge in respect of litigation costs” ie contractual costs in a lease.  **If you are completing this form by hand please use BLOCK CAPITAL LETTERS.** | |

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| 1. **DETAILS OF APPLICANT (S) (if there are multiple applicants please continue on a separate sheet)** | | | | | | | | | | |
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|  | Address for correspondence (*if different from above*): | | | | | | | | |  |
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|  | Email address: |  | | | | | *Fax:* | |  |  |
|  | Representative name and address, and other contact details: Where details of a representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting for you. | | | | | | | | |  |
|  | Name: | |  | | | | | | |  |
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|  | Reference no. (if any) | | |  | | | | | |  |
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| 1. **ADDRESS (including postcode) OF SUBJECT PROPERTY** | | | | | | | |
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| 1. **BRIEF DESCRIPTION OF PROPERTY (*e.g.2 Bedroom flat in purpose built block with 12 flats*)** | | | | | | | |
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| **4. DETAILS OF RESPONDENT (S) the person against whom an applicant seeks determination from the tribunal – this will only be the landlord’s managing agent if they are a party to the lease.** | | | | | | | | | | |
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|  | Address for correspondence (*if different from above*): | | | | | | | | |  |
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|  | Representative name and address, and other contact details: Where details of a representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting for you. | | | | | | | | |  |
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| **5. ADDRESS OF LANDLORD (if not given above)** | | | | | | | | | | | | |
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|  | Address (*including postcode*): | | | | | | | | | | |  |
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|  | Reference no. for correspondence (if any) | | |  | | | | | | |  | |
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| **6. OTHER APPLICATIONS** | |  | | |
| Are you, or have you been involved in any other application to the Tribunal or are you aware of any other application involving the same landlord or property as in this application?  If Yes, please give details including the case reference number and the date of the decision (where relevant): | | | Yes  No |  |
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| **7. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?** | | | | | | |
| If the Tribunal thinks it is appropriate, and all the parties and others notified of their right to attend a hearing consent, it is possible for your application to be dealt with entirely on the basis of written representations and documents and without the need for parties to attend and make oral representations. (A “paper determination”). | | | | | | |
| Please let us know if you would be content with a paper determination if the Tribunal thinks it appropriate. | | | | Yes  No | |  |
| **Note:** Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. Please complete the remainder of this form on the assumption that a hearing will be held | | | | | | |
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| 1. **AVAILABILITY** | | | | |
| If there are any dates or days we must avoid during the next four months (either for your convenience or the convenience of any expert you may wish to call) please list them here. | | | | |
| Please list the dates on which you will NOT be available: | | | |  |
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| 1. **VENUE REQUIREMENTS** | | |
| Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. the use of a wheelchair and/or the presence of a translator): | | |
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| Applications handled by the London regional office are usually heard in Alfred Place, which is fully wheelchair accessible. Elsewhere, hearings are held in local venues which are not all so accessible and the case officers will find it useful to know if you or anyone you want to come to the hearing with you has any special requirements of this kind. | | |

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| **10. CHECKLIST** | | | | | | |
| Please check that you have completed this form fully.  Please supply a copy of the lease and where the application relates to the costs of concluded tribunal proceedings, a copy of the decision in those proceedings, if available.  The Tribunal will not process your application until this has been done. | | | | | | |
| A copy of the lease is enclosed. | | | | |  | |
| A copy of the decision where the application relates to the costs of concluded tribunal proceedings is enclosed  A copy of the decision is not available | | | | |  | |
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| **11. STATEMENT OF TRUTH** | | | | |
| I believe that the facts stated in this application are true. | | | | |
| Signed: |  | Dated: |  |  |
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| **12. GROUNDS OF APPLICATION** | | |
| **Please use the space below to summarise the grounds on which you are making this application.** | | |
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| **ANNEX: Addresses of Tribunal Regional Offices** | | | |
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|  | **NORTHERN REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, 1st Floor, Piccadilly Exchange, Piccadilly Plaza, Manchester M1 4AH | **Telephone:** 01612 379491  **Fax:** 01264 785 128  **Email address**: [RPNorthern@justice.gov.uk](mailto:RPNorthern@justice.gov.uk) | |
|  | **This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.  **It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.  **It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and WestCheshire. | | |
|  | **MIDLAND REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, Centre City Tower, 5-7 Hill Street, Birmingham, B5 4UU | | **Telephone:** 0121 600 7888  **Fax:** 01264 785 122  **Email address**: [RPMidland@justice.gov.uk](mailto:RPMidland@justice.gov.uk) |
|  | **This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.  **It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.  **It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire. | | |
|  | **EASTERN REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, Cambridge County Court, 197 East Road  Cambridge, CB1 1BA  DX 97650 Cambridge 3 | | **Telephone:** 01223 841 524  **Fax:** 01264 785 129  **Email address**: [RPEastern@justice.gov.uk](mailto:RPEastern@justice.gov.uk) |
|  | **This office covers the following unitary authorities:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.  **It also covers the following Counties:** Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk. | | |
|  | **SOUTHERN REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, Havant Justice Centre, The Court House, Elmleigh Road, Havant, Hants, PO9 2AL | | **Telephone:** 01243 779 394  **Fax:** 0870 7395 900  **Email address**: [RPSouthern@justice.gov.uk](mailto:RPSouthern@justice.gov.uk) |
|  | **This office covers the following unitary authorities:** Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.  **It also covers the following Counties:** Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire. | | |
|  | **LONDON REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, 10 Alfred Place, London WC1E 7LR  DX 134205 Tottenham Court Road 2 | | **Telephone:** 020 7446 7700  **Fax:** 01264 785 060  **Email address**: [London.RAP@justice.gov.uk](mailto:London.RAP@justice.gov.uk) |
|  | **This office covers all the London boroughs.** | | |

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024/ Textphone 18001 0300 123 1024.