

# Application to cancel a certificate of recognition of a Tenants' Association

Sections 29(5)(b) to (d) and (6) and 29A of the Landlord and Tenant Act 1985 as amended by section 130 Housing and Planning Act 2016, the Tenants' Associations (Provisions Relating to Recognition and Provision of Information) (England) Regulations 2018

**It is important that you read the notes below carefully before you complete this form.**

This is the correct form to use if you want to apply to the Tribunal to cancel the certificate of recognition for a tenants' association.

**A fee is payable for this application (see section 12 for Help with Fees).**

**Please send your completed application form and fee (if applicable), together with a copy of any other documents specified below to the appropriate regional Tribunal office.** (See Annex to this form for regional office details). If and when further evidence is needed you will be asked to send it separately. However, the Tribunal is required to send a copy of your application to the other party/parties so please provide sufficient copies for each party.

**If you have any questions about how to fill in this form, or the procedures the Tribunal will use, please call the appropriate regional office.**

**If you are completing this form by hand please use BLOCK CAPITAL LETTERS.**

## 1. NAME AND ADDRESS OF APPLICANT

Name:

Address (including postcode):

Telephone:

Day:

Evening:

Mobile:

Email  
address:

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:

Reference no. (if any)

Address (including postcode):

Telephone:

Day:

Mobile:

Email  
address:

Fax:

## 2. NAME AND ADDRESS OF RESPONDENT

Name:

Address (including postcode):

Day:

Evening:

Mobile:

Email  
address:

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:

Reference no. (if any)

Address (including postcode):

Telephone:

Day:

Mobile:

Email  
address:

Fax:

### 3. PREVIOUS RECOGNITION

(a) the Tribunal or Panel's reference number

(b) Date of the certificate

(c) Has there been any change in the constitution or rules of the association or number of members since the date given at 5(b) above?

☐ Yes

☐ No

If Yes, please supply a copy of the existing constitution or rules or membership list. If so please outline those changes in the box below.

#### 4. REQUEST TO TRIBUNAL TO CANCEL CERTIFICATE OF RECOGNITION

The reasons why the applicant requires the cancellation of the certificate of recognition by the Tribunal

#### 5. THE PROPERTY CONCERNED

Does this application cover more than one block of flats

☐ Yes ☐ No

If **Yes**, please give,

(a) number of blocks involved:

(b) the names or the identity of the blocks

Is a separate charge payable for each block in respect of all or some of the services

☐ Yes ☐ No

## 6. ADDITIONAL INFORMATION

Please give

(a) Number of flats in the block(s)

(b) Number of flats for which variable service charges are payable

(c) Number of flats whose tenants or joint tenants are members of the association  
(**Note:** 'tenants' include long leaseholders)

(d) Number of flats stated in 7(c) above for which variable service charges are payable

## 7. DOCUMENTS

Please send with this application: -

- a) If the application is in connection with an allegation that the certificate was obtained by deception or fraud, then copies of all documents submitted to the Tribunal in connection with the grant of the certificate. N.B. The Tribunal does not store the correspondence connected to previous application(s) for certificates therefore the applicant must provide these documents.
- b) A copy of the rules and the constitution of the association including details of tenants' association's rules regarding membership, decision making and voting
- c) Details of the composition of the membership of the tenants' association;
- d) The names, addresses and contact details of the chairperson, secretary or treasurer;
- e) The accounts for the tenant's association for the last financial year and, if available, for all previous financial years;
- f) Copies of the minutes of all of the tenant's association meetings for the current financial year and, if available, for all previous financial years;
- g) A list of members, **indicating flat numbers**, which is **signed and dated** by all the members;
- h) Confirmation from the Secretary that all the listed members have paid their subscriptions to date;
- i) Details of any breaches of the constitution of the tenant's association including details of the extent and nature of the breach and/or any irregularities in the tenant's association voting process or decision making or implementing of decisions or recording of decisions and the effect of the irregularities;
- j) Please use the box below to detail any additional information you wish to supply in support of your application

## 8. 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 ☐ Yes ☐ No Tribunal thinks it appropriate.

**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. Where there is to be a hearing, a fee of £200 will become payable by you when you receive notice of the hearing date.

## 9. URGENCY OF APPLICATION

We need to decide whether the case needs to be dealt with quickly.

Please let us know if there is a particular urgency for a determination in this case and if so, why?

## 10. 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 witness or expert you may wish to call) please list them here.

Dates on which you will NOT be available:

## 11. 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):

--

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.

## 12. CHECKLIST

Please check that:

- You have completed this form fully. The Tribunal will not process your application until this has been done and it has both a copy of the required documents and the fee (if applicable).
- A copy of the required documents is enclosed.
- A crossed cheque or postal order for the fee of £100 (if applicable) is enclosed. Please put your name and address on the back of any cheque you send.
- Additional copies of the application form to send to the other parties.

**DO NOT send cash under any circumstances. Cash payment will not be accepted.**

**Fees should be paid either by crossed cheque made payable to, or a postal order drawn in favour of, HM Courts and Tribunals Service.**

**Please note where there is to be a hearing, a fee of £200 will become payable by you when you receive notice of the hearing date.**

### Help with Fees

If you think you may be entitled to a reduced fee, the guide EX160A 'Apply for help with court, tribunal and probate fees' outlines how you can submit an application for Help with Fees.

You can submit your Help with Fees application online at [www.gov.uk/help-with-court-fees](http://www.gov.uk/help-with-court-fees) or by completing the form EX160 'Apply for help with fees'. You can get a copy of the 'Apply for help with fees' form online at [www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees](http://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees) or from your regional tribunal office.

If you have completed an online application for Help with Fees please enter the reference number you have been given here.

H	W	F	-				-			
---	---	---	---	--	--	--	---	--	--	--

If you have completed form EX160 "Apply for Help with Fees" it must be included with your application. The 'Apply for help with fees' form will not be copied to other parties.

### 13. STATEMENT OF TRUTH

The statement of truth must be signed and dated.

I believe that the facts stated in this application are true.

Signed: \_\_\_\_\_

Name (IN CAPITALS) \_\_\_\_\_

Date: \_\_\_\_\_



## ANNEX: Addresses of Tribunal Regional Offices

### NORTHERN REGION

HM Courts & Tribunals Service

**Telephone:** 01612 379491

First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

**Fax:** 01264 785 128

**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 West Cheshire.

### MIDLAND REGION

HM Courts & Tribunals Service

**Telephone:** 0121 600 7888

First-tier Tribunal (Property Chamber) Residential  
Property, Centre City Tower, 5-7 Hill Street,  
Birmingham, B5 4UU

**Fax:** 01264 785 122

**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

**Telephone:** 01223 841 524

First-tier Tribunal (Property Chamber) Residential  
Property, Cambridge County Court, 197 East Road  
Cambridge, CB1 1BA

**Fax:** 01264 785 129

DX 97650 Cambridge 3

**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

**Telephone:** 01243 779 394

First-tier Tribunal (Property Chamber) Residential  
Property, Havant Justice Centre, The Court House,  
Elmleigh Road, Havant, Hants, PO9 2AL

**Fax:** 0870 7395 900

**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

**Telephone:** 020 7446 7700

First-tier Tribunal (Property Chamber) Residential  
Property, 10 Alfred Place, London WC1E 7LR

**Fax:** 01264 785 060

DX 134205 Tottenham Court Road 2

**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.